Sun-Tribune

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500 Career Training

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REGISTER NOW! Our next intake begins October 6, 2008 Call to sign up for our next OPEN HOUSE: Wednesday, July 23 at 7:00pm 905-780-9023 x222

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Teeth cleanings and more for only \$30.00!

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DESKTOP APPLICATION INSTRUCTORS

Maple Key Computer Training Centres, in Stouffville, offers hands-on, instructor-led courses. We deliver 1 to 4 day innovative learning solutions in small classroom settings.

We are seeking experienced technology professionals who are interested in obtaining contract work facilitating our courses.

We require instructors with experience in

- any of the following: Microsoft Office (Word, Excel, PowerPoint, Access, Outlook, etc.), Visio & Project (ver. 2003, 2007)
- Adobe Acrobat & Adobe Creative Suites 3 Web development (HTML, JavaScript) QUALIFICATIONS:
- Practical, real-world, work-related technical experience.
- Professional and punctual demeanour.
- Exceptional presentation skills. Teaching experience preferred, particularly

with adult learners. To apply, please forward your resume to: employment@maple-key.ca or FAX your resume and cover letter to 905-640-7464.

Note: Only candidates selected for an interview will be contacted.

> **ADMINISTRATIVE SECRETARY**

Cosburn Giberson Landscape Architects have an administrative secretarial position open. The firm is offering a career challenge to an organized person to work with a team who takes pride in their work. Responsibilities include work processing, reception, basic accounting (A/P, A/R, payroll) and management of office supplies. Computer literacy in Microsoft Office, Acrobat Distiller 7.0, Adobe Designer 7.0 & payroll - ADP software is required. Candidates will require excellent communication skills and a demonstrated ability to complete work independently.

Interested applications should apply to:

Cosburn Giberson Landscape Architects 7270 Woodbine Avenue, Suite 100 Markham, Ontario L3R 4B9 Fax: 905-475-5930 Email: cosgib@rogers.com

SERVICE/SALES ASSOCIATES

We are seeking enthusiastic individuals to be key players in our exclusive Agencies representing The Co-operators.

OPPORTUNITIES ARE AVAILABLE IN UNIONVILLE

You will be responsible for all aspects of sales and client service in person and by phone. Your role will include assisting clients and prospective clients with their Insurance needs through the sales and service of Home, Automobile and other lines of insurance.

The ideal candidate will have, or be willing to acquire, a General Insurance License. Previous experience within the insurance industry is an asset but not essential.

Please email your resume in confidence to:

the co-operators arlene_gonzales@cooperators.ca

Only selected candidates will be contacted.

505 Careers

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Extend with Extendicare. We are not just a long-term care home. We

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When you join us, you are entering a realm of possibilities where you

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To find out more about who we are and what that means to you, please

apply to Joseph Gulizia, Director of Operations, Managed Homes

e-mail: jgulizia@extendicare.com fax: (289) 202-9987

525 Office Help

ACCOUNTS PAYABLE

Medical equipment manufacturer looking

for a candidate with A/P or A/R experience

to cover maternity leave. 2-4 year

Please send resume to:

reception@amvex.com

or fax to: 905-764-7743

SALES SUPPORT

A promotional & marketing co. in

Markham invites applicants having

work experience in a fast paced

environment, multi-tasking, fluent

English & good telephone manner.

Send resume:

jenny@hardwearpromo.com

XTENDICARE

Directors of Care

FOCUS career exploration workshops and special events are available each month at NO COST to you!

NEXT WORKSHOP: July 28 Markham Assessment Centre 4855 14th Avenue, Unit 3 (east of Brimley Rd.)

Space is limited call NOW!

1-866-992-9930

Delivered by the Career & Employment Programs of the York Region District School Board. Employment Ontario programs are funded in part by the Government of Canada.

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Must have:

CGA designation

Payroll experience

Fluent in English

Books Pro

505 Careers

ACCOUNTANT/ BOOKKEEPER F/T

· Min. 2 yrs Canadian accounting exp.

Good working knowledge in Quick-

Exp. with government and tax filings

Salary \$50,000

Fax resume to 905-707-5008.

509 Drivers

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TOWING Company requires responsible, reliable

Light Duty, Flat Bed & Heavy Drivers. Good driving record Experience preferred, not necessary, will train. Company bene-

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(REF-6401) 515 Skilled & Technical Help

systems.

509 Drivers

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General Switchgear & Controls

T&D Switches

Stock Keeper responsible for all

inventory. Familiar with MRP and

Production Controller responsible

be able to use Lift Truck/Cranes.

for production control and MRP

Work Mover for moving material

Salary will vary with experience.

Email resume to:

rashida.rampurawala@gs.on.ca

& michael.obrien@gs.on.ca.

& be able to use lift trucks/cranes.

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509 Drivers

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To distribute telephone directories

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must be available during the day.

For more info, please call

1-866-881-0490

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ww.extendicare.com

accounting degree required.

525 Office Help

530 Sales Help & Agents

530 Sales Help & Agents

530 Sales Help & Agents

RETIRED

EXECUTIVES

P/T, F/T. Excellent

communication &

presentation skills,

a must. Sales &

Marketing back-

ground preferred.

Hwy 7/Leslie

905-764-1951x241

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Fax us your ad (905)**853-1765**

OPERATORS & CABINET MAKERS Good wages. F/T, exp. for wood.

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Gemini Store Fixtures in Stouffville at Hwy#48 & Aurora Rd. Call (905)640-7071 / Fax: (905)640-8064

525 Office Help

525 Office Help

Vehicle leasing company located in Markham requires an INSURANCE CLERK

to join our administration dept. Ideal candidate is well organized, has excellent communication skills and is familiar with automobile insurance. Previous exp. in the automotive industry an asset. Great work vironment, excellent location and benefits. Please fax resume and salary expectations in confidence to: Sheryl Terzo at Landmark Vehicle Leasing 905-477-5902 or email to: sterzo@landmark-leasing.com

OUTSIDE ADVERTISING SALES

Gold Book is the print and online directory division of Metroland Media Group Ltd., a wholly owned subsidiary of Torstar Corporation. We service local markets, providing small businesses with affordable multimedia advertising bundles and providing consumers with complete listings of businesses and services relevant to their communities

To ensure our continued growth and success, Gold Book is searching for energetic and self-motivated individuals to join our team. We are seeking full-time OUTSIDE ADVERTISING SALES REPRESENTATIVES to service York

The primary responsibility of this position is to maximize advertising revenue for Gold Book. In this role, you will be customer-focused and will build strong relationships with new clients. You will provide potential customers with creative, effective advertising/marketing solutions and will play a key role in the overall success of our organization.

Are you a hard working and independent, self-starter?

Do you enjoy dealing with small businesses and meeting new people

· Are you a hunter, with the confidence and drive to excel at generating and closing new business? Do you have excellent communication, presentation and telephone skills? Are you a type-A personality who is goal-oriented and capable of meeting

aggressive weekly targets? Do you have a "whatever it takes" attitude when it comes to achieving

your financial goals?

· Are you extremely ambitious with an outstanding work ethic

and unprecedented drive for immediate results? Do you have a reliable vehicle?

If you answered "Yes" to all of the above and would like to pursue a rewarding

career with an innovative leader in the media industry, this opportunity may be the right one for you

We offer a competitive compensation plan with unlimited income potential!

Interested candidates are invited to apply to Greg Attridge, Regional Sales Manager at gattridge@goldbook.ca

We thank all applicants for their interest; however only those selected for an interview will be contacted. No phone calls or agencies please.

Gold Book goldbook.ca



INSIDE SALES

Min. 2 years sales exp., aggressive, willing to learn, & have interest in promotional & marketing industry. Base salary + comm.

Send resume: jenny@hardwearpromo.com CLASSIFIED HOTLINE 1-800 743-3353