

505 Careers **505 Careers** **505 Careers**



THE LIBERAL

York Region Media Group has an immediate opening for the following full-time position:

News Reporter

This position includes: working in our busy Richmond Hill newsroom with strict deadlines for daily online stories and newspapers publishing three times/week; covering a news beat with initiative, enthusiasm and persistence; and writing well-crafted, clean and accurate news and feature stories.

The successful candidate will have:

- a minimum of three years of experience as a reporter at a community newspaper;
- a broad range of experience covering news beats, including municipal council, general assignment and features, both in print and online;
- memorized CP style and spelling guide;
- strong news judgment, self-motivation and a passion for digging up the stories that matter.

The position involves some evening and weekend work and a vehicle is required. Experience in photography, video and audio production and editing, as well as familiarity with issues affecting York Region, will be considered assets.

Interested applicants should send their resumes (and writing samples for reporter position) by Oct. 14, 2008 to: **Marnie Beck, Editor**
mbeck@yrmg.com

Metroland is an equal opportunity employer. We thank all applicants for their interest, however only individuals selected for an interview will be contacted. No telephone calls, please. All resumes will be kept on file for future consideration.

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Stouffville Sun-Tribune

York Region Media Group has an immediate opening for the following full-time position:

News Reporter - Stouffville

This position includes: working in our Stouffville office with strict deadlines for daily online stories and newspapers publishing two times/week; covering a news beat with initiative, enthusiasm and persistence; and writing well-crafted, clean and accurate news and feature stories.

The successful candidate will have:

- a minimum of three years of experience as a reporter at a community newspaper;
- a broad range of experience covering news beats, including municipal council, general assignment and features, both in print and online;
- memorized CP style and spelling guide;
- strong news judgment, self-motivation and a passion for digging up the stories that matter.

The position involves some evening and weekend work and a vehicle is required. Experience in photography, video and audio production and editing, as well as familiarity with issues affecting York Region, will be considered assets.

Interested applicants should send their resumes (and writing samples for reporter position) by Oct. 19, 2008 to: **Jim Mason, Editor**
jmason@yrmg.com

Metroland is an equal opportunity employer. We thank all applicants for their interest, however only individuals selected for an interview will be contacted. No telephone calls, please. All resumes will be kept on file for future consideration.

525 Office Help **525 Office Help**



Richmond Hill

GROW WITH US!!

We have moved into our state of the art brand new location.

Come and work with us at the **LARGEST HYUNDAI STORE IN ONTARIO**

We require immediately good people to fill the following positions:

- NEW & USED CAR SALES REPS
- RECEPTIONIST
- GREETER
- LICENCED TECHNICIAN
- F&I MANAGER
- ASSISTANT SALES MANAGER

Please email or fax resume in confidence to John Mills
jmills@richmondhillhyundai.ca
fax 905-292-5358

525 Office Help **525 Office Help**

EXPERIENCED PART TIME BOOKKEEPER

Required for Markham, Ontario based 15 person C.A. firm

Candidates must be experienced in Simply Accounting and Quick Books and have strong communication skills. The position may require some travel around the GTA.

Send Resume to: bh@burnshubley.com
Please no calls.

PERSONABLE, articulate in-field service rep req'd immediately by fast growing payment industry technology provider with speaking knowledge of IP, WiFi and GSM cellular networks. Professional appearance, communication skills, bondable. Must have good driving record. Expenses daily, Ontario travel and 3-4 overnight trips monthly. Technical support exp. preferred.

Forward resume to
resume@bnasmartpayment.com

F/T DATA ENTRY

Full-time Jr. Position, required for a busy Distribution Company in Richmond Hill. Main duties will include order entry, invoicing, filing and telephone relief. Accpac experience an asset.

Please email your resume to:
ilona@farleyco.ca

SPA RECEPTIONIST

Full time & part time required immediately for bright and busy upscale spa in the Woodbine and Steeles area. Must be reliable and mature with dynamic, outgoing people skills.

Fax resume to: 905-475-1817
or email: vt@mayfairclubs.com

RECEPTIONIST needed for optometrist's office in Markham. Experience and Cantonese an asset. Full or part time. **Fax resume to: 905-201-2913**

P/T Office Help Ballantrae area. 15-20 hrs. per wk. QuickBooks a must. Send resume & hrly rate expectations to: donnagente@xplornet.com

530 Sales Help & Agents **530 Sales Help & Agents**

GRIFFIN JEWELLERY DESIGNS

Is looking for dynamic and motivated individuals to join our sales team for our new location in Markham. Woodbine and Highway 7 area.

SALARY + COMMISSION + BONUS POSITIONS AVAILABLE
Full-Time and Part-Time
Retail sales experience required.
Please fax resume to:
905-944-8300

530 Sales Help & Agents **535 Hospital, Medical, Dental**

SALES ASSOCIATE
Enthusiastic sales person needed for retail store in Stouffville. Full/part-time. Tuesday- Saturday. **Call/Fax resume: 905-640-0137**

EXP. MEDICAL SECRETARY
Required for busy Markham Cardiology Clinic
Fax resume 905-472-6534
or email ashgrove@cardiomatters.com

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Parker Hannifin Canada

A Fortune 500 company and global leader in the development and manufacturing of Motion and Control technologies has an opening in **Scarborough** for ...

Warehouse Shipper/Receiver

An adaptable problem solver who is knowledgeable of warehouse operations, you will visually inspect packages for signs of damage, unload couriers/transport for receiving deliveries, and accept customer returns. Exceptionally organized and exhibiting proven communication skills, you will verify that quantities and weights match bills of lading and move products to the designated receiving incoming area. A self-motivated team player, you have a high school diploma/GED, a forklift operator licence, and are able to read purchase orders and packing slips. Knowledge of computers is also required.

We offer a competitive salary/benefits package and a workplace where we encourage people to take risks and make change. Please apply in confidence, by **October 17, 2008**, to: **Sophie Fania, Human Resources Representative, Parker Hannifin Canada**
Fax: (905) 876-9039 e-mail: hrinfocanada@parker.com




Parker Hannifin Canada is fully committed to employment equity.

509 Drivers **509 Drivers** **509 Drivers**

NEUDOERFFER TRUCK SUPPLY INC.

DRIVERS ("G" License)
Needed for 1/2 - 1 ton vehicle, with some warehouse duties. Mon-Fri, 8:30am-5:00pm. Benefits available. Clean driving record.
Fax or e-mail resume & driver's abstract.
Fax no. 905-888-6800
Email: parts@neudoerffer.ca
No phone calls please

DRIVERS:
AZ
OwnerOps.
Liquid Bulk
Up to \$1.30/Mile
1-866-5Harmac



Call Centre Career - Interviewers

Leading National Service Provider, located in North East Toronto, requires telephone interviewers to obtain medical information for the Life and Health insurance industry. NO Sales Required.

- Call center experience an asset
- Medical terminology/background an asset
- Insurance knowledge an asset
- Flexible work shifts 4 p.m. to 12 midnight Monday through Friday, Saturdays 9 a.m. to 7 p.m., Sundays 11 a.m. - 4 p.m.
- Full and part-time positions are available
- Fluency in English. Bilingual is an asset
- Excellent keyboarding skills a must

Please forward your resume to **vjani@hooperholmes.ca** or fax to **1-877-885-5537**

Marketing company in Markham area seeks a **Billing Clerk** to handle client invoicing. Successful candidate must have the following qualifications: an excellent command of the English language, advanced knowledge of Excel and Word, high level of communications skills and excellent interpersonal skills, and a high school diploma.

Please send resumes to: **L.Fung**
PG Marketing Services
500 Cochrane Drive, Suite 5
Markham, ON L3R 8E2
No phone calls please.

OFFICE CLERK

Required for a rapidly growing Richmond Hill manfr. Applicant must be fluent in English (written and verbal), have accounts payable exp, proficient with computers and have a pleasant telephone manner. Duties will include the matching & approval of freight bills, entering and receiving inventory, plus general office duties. Salary range of \$28-30K

Please send your resume to:
Fax: (905) 764-0862
Email: hr@amico.com

LEGAL ASSISTANT - LAW CLERK

Tired of Commuting...Come to the City above Toronto we are seeking a candidate with a minimum of 5 years solid Residential, Corporate Commercial Real Estate/ Commercial loan transactions. The candidate should be detailed have, strong organizational skills, and able to work within a team environment. Work close to home, we offer annual increases, benefits and free parking. *This is the place to work if you are tired of the commute downtown.*

Email: jobs@bratty.com
or fax: 905-760-2900

Stouffville Insurance Broker requires **COMMERCIAL LINES ACCOUNT EXECUTIVE**

An enthusiastic team player with excellent communication and computer skills. RIBO licence is required. Fax or email in confidence your resume with covering letter and salary expectations to:
Chris Campbell (905)642-2749 or **chris@mollerinsurance.com**

514 Salon & Spa Help **514 Salon & Spa Help**

EXPERIENCED HAIR STYLIST
Part time or full time. Also apprentices needed for busy Uxbridge Salon
Call **Artistic Hair Stop**
905-852-7391

514 Salon & Spa Help

Seasons Spa Opening Soon
Hiring:
Hair Stylist
Esthetician & Nail Technician
Call: (416)886-3942

515 Skilled & Technical Help **515 Skilled & Technical Help**

Entry Level Web Developer

Stouffville area company requires a full-time, entry-level net-head. You create using HTML, DHTML, CSS, JavaScript and toy with PHP, ASP, XML, Ajax, OOP, FileMaker and SSL. Teach us a few tricks and learn a few more. Send resume to **resume@gristmill.ca**

Experienced Fork Lift Operator & Flooring Graders

Wanted for growing hardwood/ reclaimed and antique wood flooring manufacturer. Excellent pay and bonus plan offered.
Call Shawn: 905-939-9858
or fax resume to: 905-939-0646 or email **northern.prime.wood@rogers.ca**

SERVICE TECHNICIAN/ INSTALLER

Unionville Heating & A/C Ltd.
Salary plus bonus package. Company vehicle provided.
Fax resume: (905)479-1317
Call John: (416)990-1535

525 Office Help **525 Office Help**

Legal Secretary

5 years experience in personal injury litigation. Hwy 7 & Leslie. Malach & Fidler - forward resume **sthorpe@malach-fidler.com**

CLASSIFIED HOTLINE
1-800 743-3353

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Act Now!!!

Join Canada's Newest Source for Auto parts

We have immediate opportunities in Markham for Experienced Auto Parts Staff.

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- Energetic self-starter
- Intimate knowledge of the automotive aftermarket parts industry

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The Parts. The Pros. The Price.

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Keyword: **PartSource**
or fax **905-760-6691**

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NOTICE TO READERS

Before responding to any advertisement requesting that money be sent, you may wish to investigate the company and offering. The publisher can not assume responsibility for the validity of the offering advertised within the classified pages.