Sun-Tribune

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Our phone lines are open: Monday-Friday 8:00am-6:00pm 1-800-743-3353



Serving York Region through the Aurora Banner, Newmarket Era, Richmond Hill/Thornhill Liberal, Vaughan Citizen, Markham Economist, Stouffville Sun-Tribune, Georgina Advocate and Bradford Topic

501 Career Counseling

505 Careers

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525 Office Help

Full Time - Receptionist/

Accounting Assistant

required for a growing, fast paced

construction company located in Gormley

(Woodbine/ Stouffville Road). The

excellent communication skills (verbal &

at least 3' years of accounting.

strong computer skills (Microsoft Office,

solid organization and multi-tasking

This is an excellent opportunity for an

Please email your resume and salary

expectations to:

jcook@restorationenvironmental.com

or fax to: 905-888-0071

Full Time Reception

Administrative Assistant

Is required for a privately owned manufactur-

ing and construction company in Woodbine

Avenue/Stouffville Road area. The ideal

candidate is flexible, able to prioritize and

capable of multi-tasking. Excellent verbal and

written communication skills as well as strong

computer abilities are essential. A good

knowledge of Microsoft Office (Word, Excel

and PowerPoint) is mandatory, while some

accounting experience would be an asset.

Pay rate: \$14-\$16/hr. depending on qualifica-

tions. Preference will be given to construction

Please email or fax resume to:

lwhitwell@tam-kal.com

905-888-9202

successfull candidate will possess:

bookkeeping experience

ambitious, results oriented individual.

Quickbooks); and

written/ good telephone manner

525 Office Help

525 Office Help

Career Services Experienced Workers

Are you over 40?

ReNEW offers personal coaching, workshops and networking events, designed for you, each month at NO COST!

> **UPCOMING DATES:** Nov 10 & Nov 24 - Richmond Hill

Space is limited call NOW!

1-866-992-9930

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

505 Careers

following positions:

505 Careers

LOVE life. WORK here.

Come Grow with Amica and

Take your Career from Good to Great!

Come join Amica Mature Lifestyles Inc., one of Canada's

highly regarded providers of services and accommodations for

mature adults. Our vision is to be the best in the world at

delivering superior Wellness & VitalityTM within exceptional

independent living retirement communities. Work for

an employer of choice in a long-term growth industry,

in a beautiful resort-inspired environment with fabulous

ambience. Have fun at work with staff who love exceeding

expectations and with residents who love life, and living

independently at an Amica address! We are recruiting for the

Amica at Thornbill, Thornbill, Ontario

DIRECTOR OF CARE

Permanent Full-Time

The Director of Care is responsible for providing leadership

and direction for all direct nursing services to residents. In

addition, this position participates in the promotion and

provision of the highest quality of service to residents and

DINING ROOM MANAGER

Permanent Full-Time

You will manage the food services team to deliver services

following established service standards and budgetary

guidelines. The Dining Room Manager will be responsible

for all aspects of the employee process including employee

development, hiring, payroll administration, and scheduling.

If you are looking for an opportunity to build your career

with a dynamic and progressive company, please apply to

careers@amica.ca stating your position of interest in the

subject line. For more information about us, please visit our

AMICA

Mature Lifestyles

www.amica.ca

VOLUNTEER OPPORTUNITY

EQUITY ADVISORY COMMITTEE

Sandgate Women's Shelter of Georgina Inc. is looking

for volunteers to join our Equity Advisory Committee. The

focus of this committee will be on reducing oppression and

violence against women and to improving services and

We welcome women of diverse races, ages, sexual

orientation, ethnicity, faith and other backgrounds and

experiences. We also encourage aboriginal women,

francophones and other bilingual and multilingual women

and those with immigration and refugee status to apply for

this rewarding opportunity. Monthly meetings will be held

Forward your resume to fax (905)722-8416

or e-mail ctustin@sandgate.ca

505 Careers

505 Careers

website at www.amica.ca.

accessibility for women in York Region.

in Markham or Keswick.

505 Careers

ensures compliance with established standards.

505 Careers

Stouffville Insurance Agency seeking an addition to our team.

No experience necessary. Excellent training for bright, personable and hardworking individual. Will train for licenses. Second language is an asset.

sandy.mackenzie.b30b@statefarm.com

509 Drivers

509 Drivers



Join our dynamic Customer Service Team!

SCHOOL BUS DRIVERS "\$250.00 Paid Training + \$250.00 Hiring Bonus"

WE NEED YOU

for daycare and bring your preschooler with you.

Need extra part time work to supplement your income? Regular Monday to Friday hours provided. Too young to retire?

 Charter opportunities Supportive team environment. You must have a "G" license in good standing for 2

24 Cardico Dr. Gormley (just north of Stouffville & Woodbine) or 550 Edward Ave. Richmond Hill (north off Elgin Mills west of Bayview Ave) Tel: 647-444-6327

DRIVERS:

AZ Up to

Technical Help

PAINTERS/ **DRYWALLERS**

515 Skilled &

needed Exp. F/T Own vehicle & tools

Call

525 Office Help

experience or equivalent.

525 Office Help

GLOBAL

JUNIOR BILL COLLECTORS NEEDED Generous Salary plus commission. We Will Train You! Experienced Collectors Also Needed. We Will Pay You a Premium!

We are looking for 50 debt collectors to be hired immediately. Are you a confident, articulate, professional individual? Are you ready to move ahead in a dynamic career? Generous Base Salary, with the opportunity to make great commission dollars. Motorola Building (Hwy #7/ Warden) New state-of-the-art facility. Free Parking.

This is a fast paced environment where successful candidates must be able to multi-task and reach targets. Full Time positions only.

Required:

Strong verbal and written communication skills

Strong customer service, interpersonal and negotiation skills

Must have a strong work ethic

Must be able to work independently or as part of a team

Must be reliable and punctual

Must be polite and professional

Job Description:

 Locate and notify customers of delinquent accounts by telephone in order to solicit payment.

Persuade customers to pay amounts due on accounts Advise customers of necessary actions & strategies for debt repayment

Record information about financial status of customers & status of collection efforts

Please contact us for immediate consideration. Send your Resume TODAY Telephone, fax or email your resume today to Dean lacobucci Tel: 905-413-8760 Fax: 905-413-8761 Email: dean.lacobucci@globalcollection.net RECEPTION/DATA ENTRY

A bright, personable, experienced receptionist required for fast paced, growing company. Perfect written and spoken English is a Previous computer lmust. experience is a plus. References required. Warden & Hwy#7.

Fax resume to: 905-513-8150

MCS Interactive Media has immediate openings for **RECEPTIONIST &**

CUSTOMER SUPPORT REPRESENTATIVE We are looking for high energy, positive team players to work within a dynamic environment.

Send your resume by fax to 905-477-7412 or e-mail careers@mcsimi.com

JUNIOR ACCOUNTS PAYABLE CLERK

needed for busy Markham office. Good command of the English language a must Computer knowledge an asset

Please fax resume to 905-479-5059 or email to jobs@picklebarrel.on.ca Please indicate "Head Office" on resume.

525 Office Help

Administrative

Support Person required for Markham insurance brokers office. Computer knowledge and

reception experience required. Fax resume to Linda 905-475-0447

RVT/VT/VA

536 Veterinary Help

Full Time/Part Time T&C Animal Hospital, is seeking an experienced individual to join

our team. Call 905-640-4107 or claing@ rogers.com

540 Hotel Restaurant

Tim Hortons F/T Night Shift Counter & Bakery Great Benefits

 Premium Wages •Flexible Hours ·Paid Training Apply in person to: 7828 Kennedy Rd., Markham (1 blk south of #407)

NONNA'S RESTAURANT

540 Hotel Restaurant

Hiring Servers, Bartenders. Cooks & Pizza Maker

Call: 905-205-0145 or apply at: 9275 Hwy 48, Unit 18

510 General Help

510 General Help

We require a

DIGITAL IMAGE LABTECHNICIAN: To assist us in providing creative solutions and high quality colour

analysis in our digital printing. To participate in high quality photo finishing production and maintenance

of lab equipment. To participate in producing quality photographs meeting the highest quality colour management standards

of customers. Perform other assigned duties as

required by Lab Manager A strong background in colour analysis

and Adobe Photoshop expertise is reg'd Superior colour vision

Excellent attention to detail

 Technically knowledgeable in PC operations and the latest versions of Adobe Photoshop and related colour management software processes

 Good customer service skills Corel Painter and Canon ImagePress

knowledge an asset Please email resume to: careers@canadianbaby.com

CLASSIFIED HOTLINE 1-800-743-3353

515 Skilled & Technical Help

ROUGH & FINISH

Carpentry

Min. 5 yrs. exp.

Own tools,

transportation &

valid drivers lic.

required.

Call Renos

Unlimited

905-477-8394

P/T Real Estate

RECEPTIONIST

Stouffville location.

Must be available

nights and wknds.

Must have computer

skills & speak fluent

English with a

pleasant telephone

manner. R.E. exp.

an asset.

Fax: 905-640-3606

or email: stouffville

@remaxallstars.ca

Evening

Collections

Agent

Wanted

FT/PT

\$45,000 to start.

Minimum 5 years

experience required

Keele/Rutherford

525 Office Help

505 Careers Extend with Extendicare. We are not just a long-term care home. We are a home that provides quality of life to residents

Directors of

Care

When teamwork, peer support, ability to choose career paths,

and desire to deliver the best possible care are your goals,

consider joining a network that will fulfill them.

To find out more about who we are and what that

means to you, please apply to Joseph Gulizia

Director of Operations, Managed Homes

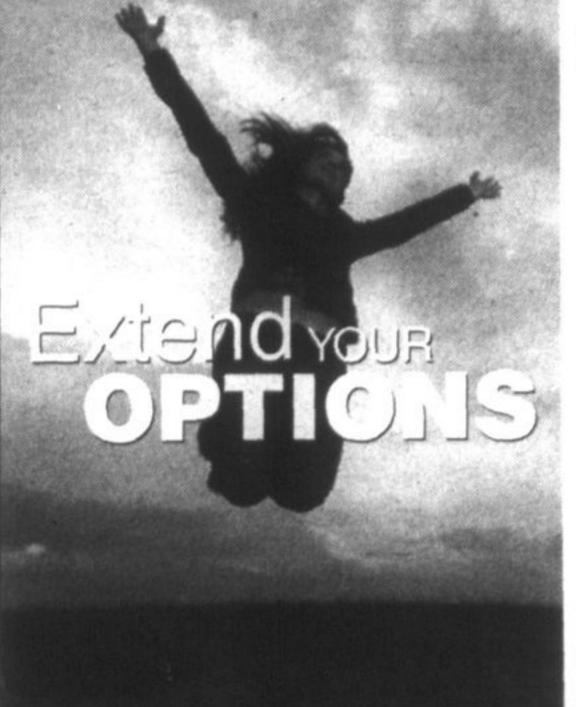
e-mail: jgulizia@extendicare.com fax: (289) 202-9987

www.extendicare.com

525 Office Help

XTENDICARE







and staff alike. When you join us, you are entering a realm of possibilities where you can extend your heart, mind, career, and love. Currently, we have the following opportunities...

Email resume:



Stay at home parent? Stop paying

Make this an important part of your day. Competitive wages

years and be fluent in the English language. Stock Transportation,

OwnerOps. Liquid Bulk

\$1.30/Mile

1-866-5Harmac

Seabaard harmac

514 Salon & Spa Help

Hair C

(on Bayview north of Wellington) hourly wage plus commission

 full and part-time positions flexible working hours

equipment provided

Call Jackie: 905-841-3900

required.

525 Office Help

416-489-2194

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excellent benefits package

 advanced training program no clientele required

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