

Stouffville Sun-Tribune

Place your Classified ad 24 hours a day, 7 days a week. Log onto www.yorkregion.com and click on **your classifieds**

your classifieds.ca

search, sell, save!

Our phone lines are open:
Monday-Friday 8:30am-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

500 Career Training 500 Career Training 500 Career Training 505 Careers 505 Careers 525 Office Help 525 Office Help 525 Office Help 540 Hotel Restaurant 540 Hotel Restaurant

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Are you looking to volunteer in your community?

Are you looking to complete your High School community service hours?

Are you between the ages of 11 - 24?

Would you like to participate in free youth conferences and camps?

The YMCA YOUTH LEADER CORPS may be just what you are looking for!

For more information contact
(905) 773-7141 ext 247 or
by email at
megan.thomas@ymcagta.org

505 Careers 505 Careers 505 Careers

DTZ Barnicke

One of Canada's leading commercial real estate firms has an employment opportunity for an Administrative Assistant in its Richmond Hill Office.

The successful candidate must meet the following criteria:

- Strong communication and computer skills - Microsoft Word, Powerpoint and Excel
- Well developed organizational skills
- Ability to multi-task in a fast-paced team environment
- Previous experience in an administrative role

Please forward your cover letter and resume, indicating salary expectations, to:
sharon.maher@dtzbarnicke.com

509 Drivers 509 Drivers

National Transportation Company Great Opportunity!

Courier Division opening new facility in Markham. **Supervisor, Owner Operators and Drivers** needed for delivery of small to medium size products from Fortune 500 Companies. Routes within city or with 100km radius available. Candidates must have a G license, have a strong work ethic and good attitude. Monday through Friday steady work, home every night and weekends!

Please send resume to markhamdist@gmail.com

509 Drivers 529 Inside Sales

Napa Auto Parts now hiring **DELIVERY DRIVER** Apply within or fax resume: 905-640-3031 27 Winona Dr. Stouffville

INSIDE SALES Full/Part-time Exp. Excellent communication skills a must! **Salary + Bonus Hwy#7 & Leslie (905)764-1951 ext. 241**

525 Office Help 525 Office Help

F/T opportunity at local business. **Full charge Bookkeeper position.** Responsible for GL, reconciliations and office administration. Must be proficient in ACCPAC (DOS & Windows). Experience 5-10 years is a must. **Please forward resume with salary expectations to: pshank@rc-ca.ca or fax to 905-954-1149 attn. Admin.**

cbm
christian blind mission
together we can do more

Finance Administrator
(Hourly, approx. 17 hours per week)

- responsible for the administration of the finance functions of the organization including financial recording and reporting, cash flow, investments, payroll, accounts payable and accounts receivable.

Qualifications

- Working towards a professional accounting designation (or enrollment in a professional accounting designation program - CMA, CGA or CA)
- 2-4 years progressive experience
- Advanced software skills including Microsoft Excel and Microsoft Dynamics GP. Strong knowledge of Microsoft Office applications.

Closing date: **October 2, 2009**

Seasonal Receptionist
Status: Hourly, 35 hours per week (October 1, 2009 - January 31, 2010)

- Operates switchboard, takes incoming calls, redirect calls or takes adequate messages
- Acts as receptionist relays messages manually and via email
- Passes along routine information to the public
- Other reception, clerical or donor services responsibilities as required

Requirements:

- Proficient computer skills including word processing and experience with Microsoft Office Suite
- Experience with a multi-line phone system considered an asset
- Excellent Communication Skills

Closing date: **September 18, 2009**

Please submit resume including cover letter in PDF or Word Format to hr@cbmcanada.org

Full-Time Receptionist/ Admin. Assistant for a busy healthcare office. Excellent communication skills req'd. McCowan/ Sheppard area **Please fax your resume to: 416-335-4192 or email: jobs@back2feet.com**

LEGAL ASSISTANTS required for small busy Richmond Hill Law Firm. Minimum 3 years exp., excellent typing skills, MS Word and WP required. Knowledge of commercial leasing & PC Law an asset. **Email or fax resume to: matteer@litowitz.com 905.731.6986**

530 Sales Help & Agents 530 Sales Help & Agents

****SALES/DESIGN** CLOSETS BY DESIGN**

- * Earn up to 1-3K comm./ month
- * Preset appts. / No Cold calling
- * Fun-Creative-Rewarding
- * Must have own transportation
- * Training provided

Call Rita for more information at 1-800-293-3744 or email your resume to: cenont@closetsbydesign.ca

PRINTING REPRESENTATIVE Retired? Experience in Print/ Graphic Sales work hours to suit your lifestyle. **Fax resume to: 905-940-4553 or email to: pm@niseprinting.ca**

535 Hospital, Medical, Dental

Full time DENTAL ASSISTANT/ RECEPTIONIST Must be HARP certified. Call **(905)709-3116**

540 Hotel Restaurant

SERVERS requires 9441 Hwy. 48 & 16th Ave. Apply within **(905)294-8637**

WAITRESS/ WAITER Full or part time. Call Sunshine Spot 8920 Woodbine Avenue Markham 905-604-0467 647-388-1170

SWISS CHALET Now Hiring Full time & part time servers. **Apply within or fax resume to 1-866-897-0361 15 Sandale Rd., Stouffville**

545 Teaching Opportunities 545 Teaching Opportunities

La Garderie des Moussaillons située dans l'école Ste-Marguerite-Bourgeoys à Markham recherche :

Une assistante-éducatrice pour travailler à temps partiel, 5 jours semaine, de 13h30 à 18h00 et flexibilité avec les heures pour être disponible pour remplacer lors des journées de vacances, maladies et pédagogiques.

Qualifications et qualités recherchées

- Expérience avec les enfants de différents âges préférable
- Posséder une très forte maîtrise du français parlé et écrit

Prière d'envoyer vos correspondances à l'attention de Nicole Williams, Directrice avant le lundi 21 septembre, 2009
Par télécopieur : **905-470-2918**
Par Internet : moussaillons@hotmail.com
Téléphone : **905-477-4081**

ECE'S required immediately for local school aged child care (Stouffville). P/T split shifts. Must have ECE Diploma and registered with the College of ECE. **Fax resume to: 905-477-0285 or email: amongfriendsdaycarecentres@hotmail.com**

545 Teaching Opportunities 510 General Help

ECEs & Assistants for Stouffville daycare. Please email resumes to: cindy.paulus@edukids.ca or fax **905-640-8642**

PAINTER'S HELPER required. Motivated hard worker, no exp. necessary. Must have transportation. Call James **(905)472-5741**

510 General Help 510 General Help

Toy Warehouse Seasonal Help Wanted!! 60 E. Beaver Creek Rd., Rich. Hill, ON, **Starts: September 19 Ends: Mid December 2009** Positions: Seasonal Full Time Cashiers & Retail Stock Clerks. Must be punctual with good communication skills **Pay Rate of \$10.00/hr.** **For interviews please call 905-771-8714. Resume required.**

Homemakers - Work while your kids are in school **TOUR GUIDES** are needed for our **October Pumpkin tours.** School Volunteer exp. essential. ForsytheFamilyFarms.com 10539 Kennedy Road, Markham

thought patterns

"This is a fantastic program. It helped me get back on track!"

"This is the best thing I have ever done for myself. I learned a lot and had fun at the same time!"

"I never attended anything like this before. It opened my eyes. Thank you!"

This dynamic 5 day workshop will help you take control of your life!

Available at no cost to any unemployed person in York Region

Learn how to:

- Handle change, overcome obstacles and identify & reduce stress
- Turn your negative self-talk into words of empowerment
- Understand how limiting beliefs and negative habits are holding you back
- Design strategies for managing your life and career successfully
- Get what you want out of life while re-building confidence and self-esteem

Upcoming 2009 Sessions
Please Call for Information or to Register

Markham	905.508.5791	Sept. 21 - 25, Oct. 13 - 16 (4 days), Nov. 2 - 6, Nov. 30 - Dec. 4
Newmarket	905.836.8973	Sept. 28 - Oct. 2, Oct. 19 - 23, Nov. 23 - 27, Dec. 14 - 18
Richmond Hill	905.508.5791	Sept. 14 - 18, Oct. 5 - 9, Dec. 7 - 11
Stouffville	905.508.5791	Nov. 9 - 13

Presented by: **Academy of Learning** **EMPLOYMENT ONTARIO**

Employment Ontario programs are funded in part by the Government of Canada

MARKHAM ECONOMIST & SUN Sun-Tribune Present

hire EXPECTATIONS career training - help wanted - careers **Saturday, October 17, 2009**

You Receive:

- 3"x4" Process Colour Ad
- 15-day posting on workopolis.com
- 15-day posting on localwork.ca

Any 1 York Region paper	Any 2 York Region papers*	All York Region papers*
\$555 plus GST	\$925 plus GST	\$1,455 plus GST

DEADLINE: WEDNESDAY, OCTOBER 14, 2009
*YRMO newspapers on the weekend of October 17th, 2009 include: Aurora Banner, Liberal, Economist & Sun/Stouffville Sun-Tribune, Vaughan Citizen

YRMG

CALL 905-853-2527 AND SPEAK WITH A YRMG CLASSIFIED REPRESENTATIVE