

Stouffville Sun-Tribune

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Our phone lines are open:
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505 Careers

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525 Office Help

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525 Office Help

530 Sales Help & Agents

530 Sales Help & Agents

510 General Help



CATULPA COMMUNITY SUPPORT SERVICES INC.
Permanent Full-Time

Complex Special Needs Case Manager Regional Complex Care Program

LOCATION: York Region - Newmarket/Bradford office location
To start as soon as possible.

PURPOSE OF POSITION:

Serving as a regional resource, Complex Special Needs (CSN) Case Managers are responsible for providing case management services to all children, youth and families who receive complex special needs enhanced supports through the regional service resolution process including:

- monitoring of the implementation of the CSN-funded service plan;
- ongoing evaluation to ensure that the plan continues to be relevant and in the child's or youth's best interest;
- accountability that CSN funds are being spent appropriately.

QUALIFICATIONS:

Education and Experience:

- Post secondary education at a community college or university level in one of the social or behavioural disciplines.
- Extensive (3 to 5 years preferred) experience in working with children who have a variety of exceptional and complex needs and their families
- Excellent communication and negotiating skills and judgment.
- Knowledge of community resources and the school system, and relevant legislation is an asset

Valid driver's licence and access to a reliable vehicle.

SALARY RANGE: \$23.17 to \$26.41 per hour

If you are interested in this position, please apply in writing by **4:30 pm on October 6th, 2009** to Sylvie Abbott at sabbott@catulpa.on.ca or by fax 705-735-6826.

Only those applicants selected for an interview will be contacted. We thank all others for their interest.
Date of Posting: September 25th, 2009

Health Care career fair

Thursday,
October 8, 2009
10am-3pm

PREMIERE BALLROOM & CONVENTION CENTRE
9019 Leslie Street
(Just North of Hwy. 7), Richmond Hill

**FREE ADMISSION
FREE PARKING**

For more information please call
Amy Hughes at
1-888-211-7288 x 216
or email ahughes@yrmg.com

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- Part Time*/Full Time • Flexible Hours
- Training Provided • Willing to educate!

Highly motivated individual for a rewarding career in financial services. No experience necessary.

Call Owen Curling, Representative
(416) 495-0200

PRIMERICA Part-time opportunity is subject to certain restrictions/conditions.
A Citic Company

OPERATIONS COORDINATOR

Advantage Fitness Sales Inc. is a Markham based company that specializes in premium quality commercial and consumer fitness equipment and is Ontario's leading supplier of Life Fitness and Hammer Strength fitness equipment.

Our head office is currently looking to fill a maternity leave contract for 1 year, full time, as an Operations Coordinator. We offer a competitive compensation and benefits package in a positive, customer service focused working environment.

Qualified applicants MUST have the following:

- Excellent organizational skills
- Experience in a supervisory role
- Experience in communicating with customers directly
- Excellent phone manner and skills
- An enthusiastic and helpful personality
- A high level of computer skills (Excel, Word, E Mail)
- College or University education
- Multi-tasking skills
- High energy level
- Excellent English skills, written and spoken.

Please send resumes with a cover letter to:
Fax: 905-415-9916 or
brian@advantagefitness.ca

ITW Construction Products

BILINGUAL CUSTOMER SERVICE REPRESENTATIVE

ITW CONSTRUCTION PRODUCTS, a Canadian division of a diversified, multi-national Fortune 200 corporation is a leading supplier of fastening and industrial tool products to the construction and industrial sector. We currently require a dynamic and energetic customer service representative to join our team for our business unit located in Markham.

Core Responsibilities

- As a key member of our customer service sales team your objective is to ensure our customers receive quality customer service through timely, informative and responsive service.
- Process and manage customer orders through our computer system
- Act as a liaison with the sales and marketing team

Skills

- Self-motivated, excellent communication skills, goal oriented & pro-active is a must
- Above average working knowledge of a Windows Computer environment

Requirements

- Bilingual in French both written and spoken
- Post-secondary education - college diploma, university degree is preferred.
- 1-2 years inbound & outbound customer service experience is preferred
- Demonstrated customer service accomplishments in a team environment
- Some familiarity with EDI system is an asset but will provide training

We Offer

- Excellent compensation, benefit & pension package
- Flexible schedule, no evening or weekend shifts

Please reply in confidence to: hrapply@itwconstruction.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Administrative Ass't/Bookkeeper
p/t 3-4 days per week req'd. for growing landscape Construction Co. **Must have** essential knowledge of Quikbooks, proficiency with Excel/Word, a desire to work with a busy team, a positive attitude and be self-motivated with attention to detail. Must be diverse and able to work in a fast paced environment.
Please fax resume and wage expectations to: 905-642-8113 or email resumes@forestridgeinc.com

PART TIME RECEPTIONIST/ ADMIN ASSISTANT
wanted for financial planning firm at Woodbine & Steeles- 4 hours per day, Monday to Friday.
Duties include: appointment scheduling, switchboard, filing, document preparation and banking.
Email resume to: info@pbfinancial.com or fax 905-305-0885

NEW HOME BUILDER
requires full-time and part-time sales office receptionists at Markville Mall. Good interpersonal and telephone skills a must. Previous experience an asset but not necessary.
Please forward resume by email to phil@bgshomes.com or by fax to 905-695-1954 Attention: Phil.

FAST TRACK YOUR CAREER
If you are high energy, outgoing and health conscious with outstanding communication skills and an enthusiastic attitude, come join our elite team. Great hours! Fabulous training!
Apply with your smile,
Unionville Family Wellness Centre,
4747 Hwy #7 East, Unionville.

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

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SALES & MARKETING REP.
Required full time by established manufacturer servicing the Home Health Care Industry. Candidate must be enthusiastic, personable, competent, detail oriented and fluent in English. Salary, benefits etc.
Send resume to gcookson@vitacanada.ca

535 Hospital, Medical, Dental **535 Hospital, Medical, Dental**
Stouffville Family Dental Office looking for a part time **HYGIENIST** and a part time **DENTAL ASSISTANT** to start immediately. Please phone & speak to Debbie @ 905-642-7474.

540 Hotel Restaurant **510 General Help**
NONNA'S RESTAURANT
Hiring **Exp. Servers & Pizza Maker** full/ part time
Call: 905-205-0145 or apply at: 9275 Hwy 48, Unit 18 vince@nonnas.ca
MAIL SORTERS
16th Ave & 404. Shifts & safety shoes. Exp. with postal code sorting a must. Contact: Shannon a human resources co. 416-224-5884 or email resumes to: shannon@on.aibn.com

510 General Help **510 General Help**
INSTALLATION TECHNICIANS & DRIVERS
Advantage Fitness Sales Inc. is a Markham based company that specializes in premium quality commercial and consumer fitness equipment and is Ontario's leading supplier of Life Fitness and Hammer Strength fitness equipment. Our head office is currently looking to hire 2 Technician/Drivers. We offer a competitive compensation and benefits package in a positive, customer service focused working environment.
The successful candidate should have:
• Excellent mechanical skills
• Clean driving record with experience driving standard 5 ton size trucks
• Be very physically fit & capable of heavy lifting
• Excellent customer service skills
• Own and be proficient with tools
• High school education
• Speak and write good English
Interested candidates should fax or email resumes to: 905-415-9916 or brian@advantagefitness.ca

New School Year Is Here!
We require paid, back-up school crossing guards in Markham!!!
We provide an attractive hourly rate plus paid mileage.
Please call us today at: (905)737-1600

MARKHAM STAFFING SERVICES
Eavestrough Company
Experienced eavestrough people. Professional attitude and initiative. Salary +. 416-493-3932
SECURITY GUARDS
wanted for York & Peel, including the GTA. F/T & P/T. Up to \$18/ hour +benefits. Training Provided. Call toll free: 1-888-351-4295

F/T & P/T help.
Mornings & evenings. Drive thru exp. preferred. Willing to train. Apply in person 4641 Hwy #7 @ Kennedy

Parkview Services For Seniors requires **P/T MAINTENANCE WORKER** And **P/T CAFE MANAGER**
Fax resume to: 905-640-7944 or administrator@parkviewvillage.org

LOOKING FOR WORK!
• \$16.85 base/appt.
• Flexible schedules
• Customer sales/svc
• No exp needed-will train
• Great for students, homemakers & others
905-731-0393
www.immediate2work.com/tb

525 Office Help
LIFE Insurance Administrators F/T positions (Concord) for Life, LB and Investment administration. Minimum 2 years experience (brokerage, carrier or AGA/ MGA). Fast, accurate, detail oriented, computer skills essential. Bilingualism (Fr/ Eng) an asset. Email your resume to hr@lastraccanada.ca

532 Retail Sales Help
PART time at upscale children's boutique in Unionville. Must be mature, responsible, energetic. Email sweetpeaboutique@rogers.com

WIRELESS retail store in Markham seeking someone for reception-sales that can handle everyday sales transactions as well excellent phone etiquette, customer service skills. Please email resume employment@bongowireless.com or fax 905-477-3255

541 Part-Time Help
ENTREPRENEUR seeking part-time tele-marketing help for a start-up IT staffing agency (see www.ITStaffers.ca) \$10/hr +Commissions. Candidates with Managerial/ Executive background preferred. Please Email resume in confidence to Doron Whitman at doron@itstaffers.ca or call 888-668-0571 ext. 101

510 General Help
OPENINGS in promotions department, Mon-Fri 8-5, paid training \$500 ++ weekly, great with people, customer service, rapid advancement call 905-770-3026 x221

