

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


505 Careers 505 Careers 505 Careers 505 Careers 505 Careers 530 Sales Help & Agents 510 General Help 510 General Help 510 General Help 510 General Help

Central LHIN

Controller

This **part-time** role, located in **Markham**, will appeal to a trained accountant with in-depth knowledge of Canadian GAAP and its application to the not-for-profit sector. Managing Financial Operations, Human Resources, Procurement and Administration services, you will develop annual operating budgets, establish processes to ensure the accurate, timely recording of operations-related financial transactions, monitor expenditures, prepare financial statements, and manage human resources and general office operations.

For a detailed job description and further information on the Central LHIN, please visit www.centralhins.on.ca. Please e-mail your resume, by **November 9, 2009**, at **5:00 p.m.** to central@lhins.on.ca. We thank all applicants, however, only those candidates selected for an interview will be contacted.



Busy Markham Accounting Office (home based business)

Requires Personnel for an entrepreneurial client base. Reasonable working knowledge of Caseware, QuickBooks, Profile and Spreadsheet/ Word processing programs an asset. Salary will be commensurate with experience level. Flexibility exists with respect to full or part time. F/T preferred

Detailed resume with salary expectations to be emailed to:
mario_mjbrunica@sympatico.ca
Thank you for your interest, but only those candidates selected for interview will be contacted.

Person required to make sales calls for Cleaning Services company. Previous experience would be an asset but not necessary.

Please contact Dimitra at 905-294-1504.

Evestrough Company requires people immediately to clean eavestroughs. Must be reliable & able to work off ladders

416-493-3932

Unionville Home Society

UHS is a non-denominational, charitable organization dedicated to quality care and services for older adults in York Region.

RESOURCE DEVELOPMENT ASSISTANT
TEMPORARY PART TIME (1 YEAR)

RESPONSIBILITIES INCLUDE:

- Provides direct administrative support to the Director, Community Development
- Processes all Foundation donations in an accurate and timely manner
- Prepares monthly reports for the Finance Department
- Maintains and updates the fundraising database weekly
- Coordinates 3rd party fundraising
- Assists in organizing the annual gala and other events

QUALIFICATIONS:

- 2-3 years related experience- ie: customer service, administration and or marketing.
- Fundraising experience/education preferred but not essential
- Accuracy and attention to detail plus meeting deadlines are essential
- Experience with MS Word and Excel, fundraising databases and mail merge
- Experience with a fundraising database, preferably DonorPerfect, along with MS Word and Excel
- Familiar with accounting as it relates to monitoring budgets and expenses.
- Ability to multi task.

If interested please send your CV to MaryJo Radford at mradford@uhs.on.ca

509 Drivers 509 Drivers

A division of Challenger Motor Freight is growing again and currently requires experienced...

AZ Drivers

- multi-axle heavy haul
- 250 mile radius from Toronto
- must be able to cross US border

If you have a desire to be part of a team in a caring environment, we want to hear from you!

Please apply: 1-888-857-9940
Fax: 905-853-3121
e-mail: paulm@challenger.com

540 Hotel Restaurant 540 Hotel Restaurant

Tiny Tom Donuts is now hiring for it's new Markham (Woodbine/ Denison) location 6 am-5 pm. Full/ part/ work share positions available

Resumes to fax: 905-513-9050
email: tinytom@rogers.com

CAM HILTZ TRUCKING

510 General Help 510 General Help

New School Year Is Here!

We require school crossing guards in Markham!!!

- Kennedy Rd. & Bridle Trail
- Raymerville & Higginson
- Bur Oak & Roy Rainey

We also require paid stand-by guards
Please call us today at: (905)737-1600

flyerland.ca
Save time, save money.

Now Hiring: Sales Assistant

We have an immediate opening for a full-time Sales Assistant. The Sales Assistant position includes various administrative duties. The ideal candidate must be meticulous and extremely hard-working.

Primary Responsibilities:

- Creating PowerPoint Presentations • Proposal Help
- Data Updates • Media Kits • Orders/Production forms
- client follow up artwork
- small client follow up for up-sells
- tracking of process
- billing

Skills / Qualifications:

- Working knowledge of the following applications: Adobe Acrobat Professional, Adobe Photoshop CS, Excel and PowerPoint.
- Experience using Windows (specifically XP/Vista)
- Highly organized, accurate and detail oriented
- Strong Communication Skills

Location: North York, Ontario
Applicants should email their resume (in Word or PDF format) to: [Debbie Frye - dfrye@metroland.com](mailto:Debbie.Frye-dfrye@metroland.com)
We thank all applicants. Only those selected for an interview will be contacted.

525 Office Help 525 Office Help

SECURITY CALL CENTRE OPERATORS

Full training provided.
Day & Night shifts - Keele/Hwy#7
Fax/email resumes:
1-866-277-4086
resumes@apialarm.com

MARKHAM STAFFING SERVICES

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

SANTA naturally bearded (own growth, may be bleached) wanted for local mall. Nov. 09 thru Dec. 24/09 promotion. Will train, must love children. Excellent pay. Ref. # 914

Please call Karen 1-800-969-2440 ext. 165

530 Sales Help & Agents 530 Sales Help & Agents

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

- *Earn up to 1-3K comm./ month
- *Preset apts. / 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

Stouffville Horse Farm Saturday and Sunday AM help required for stall mucking. Experience not necessary. (905)888-1611

FT Sales Rep and Administration Assistant. Looking for full time associate able to do sales for busy publication and do administrative duties for events. Knowledge of Excel and Word are a must! Must have reliable transportation. Email resume to Dentalevents@rogers.com

EXPERIENCED SALES PEOPLE

Established distributor selling promotional products with an exciting product mix to call on grocery and pharmacies (in Markham, Toronto and Scarborough area). Fluent in English, Cantonese or Mandarin.

Email Resume hr-dept@hotmail.com

525 Office Help

FT Receptionist/ Data entry position in Markham. Must have excellent phone presence and proficient in Quick Books and MS Office. Send resume-accounting@torontodecorating.com

509 Drivers

DRIVERS: AZ Class 1

OwnerOps. for Liquid Bulk. \$1.21 to \$1.30/mile plus FSC. Call today! 1-866-5Harmac

525 Office Help

ADMIN. ASSISTANT required. Proficient in QuickBooks & MS Office. Excellent verbal written communication skills. Fax resume: 905-472-1485

529 Inside Sales

Sales (Markham) Software Company looking for **Inside Sales** F/T or P/T Great Income Potential miranda@advanceware.net

FUTURE STEEL BUILDINGS Top Closers Wanted! Inside Sales

- Must be motivated •All leads provided
- Uncapped income

\$85K avg/. amongst 45 reps. E-mail resumes to: jstea@futuresteel.com

510 General Help

FT/PT WORK

We are looking to fill 31 flexible customer sales/service positions. \$14.05-base/shift. Training is provided. 905-731-0393 www.pt9.com/ib

Classified Hotline:
(800) 743-3353

MASTERMIND EDUCATIONAL TOYS

Assistant Store Manager

Our "Toy Specialists" are passionate about children's specialty toys & books that appeal to the kid in all of us! Our 11 stores and on-line business offer our customers outstanding service & selection.

We seek: an energetic individual with sales, customer service, team leadership & training experience who seeks a growth opportunity to be an **Assistant Manager** at our **Markham Store** located at 8555 McCowan Rd, across from Markville Mall

We offer: A dynamic, lively work environment, training, full-time hours, a generous employee discount & benefits package.

Please drop your resume at the store or E-mail your resume to: employment@mastermindtoys.com
For details please see www.mastermindtoys.com

World Vision Change a Life This Christmas!

World Vision is looking to hire a team of enthusiastic Fundraisers for our Christmas Mall Campaign 2009 at the **Markville Centre, Erin Mills Town Centre, Fairview Mall and the Georgian Mall (Barrie)** to promote child sponsorship. The ultimate fundraiser is outgoing, self-motivated, results driven, a current World Vision sponsor and interested in international development. Contract position from Nov 26-Dec 24. Earn \$17.00/hr between 20 to 25hrs a week.

If you are interested in joining our mall campaign, please email your resume and cover letter to gta@donorworx.com
Application deadline is Nov 2nd.
Visit www.donorworx.com for more information.