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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

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## A great career and quality of life ... better together.



**Bowmanville**    One of Ontario's largest hospital networks, located east of Toronto in beautiful Durham Region, Lakeridge Health offers the best of both worlds: great career opportunities and quality of life. Through our four hospital sites, Regional Cancer Centre and specialized Mental Health and Addictions program, we offer a broad range of healthcare services, foster a culture of lifelong learning, and use our Better Together approach to provide excellence in patient care and service.

**Oshawa**  
**Port Perry**  
**Whitby**  
**HOSPITALS**

- Patient Care Manager
- Patient Care Specialist

Become part of our new leadership structure, in **Port Perry**, as we focus on quality and sustainability. As part of an exciting regeneration initiative, we are implementing several major changes, such as optimizing the size of patient care units to improve patient flow, and providing consistent unit management and clerical support to nurses, enabling them to return to the bedside and treat patients. All units will now have a patient care manager and patient care specialist who will work in a collaborative team to promote skill improvement, oversee smooth operations, and enhance a healthy workplace and patient experience. We are committed to making Lakeridge a practice environment like no other!

For more information about us and these opportunities, and to apply online, please visit our website.



[lakeridgehealth.on.ca](http://lakeridgehealth.on.ca)

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## 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 2010 Sessions

Please Call for Information or to Register

Markham	905.508.5791	Jan. 18-22, Mar. 15-19
Newmarket	905.836.8973	Jan. 25-29, Feb. 22-26, Mar. 22-26
Richmond Hill	905.508.5791	Feb. 8-12, Mar. 1-5
Stouffville	905.508.5791	Jan. 11-15, Mar. 8-12

Presented by: **Academy of Learning**

**EMPLOYMENT ONTARIO**

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

### The Alea Group

The Alea Group delivers lead generation and registration services and market research surveys for our high-tech clients. We are currently expanding and looking for individuals with strong telephone communications skills who are driven to identify potential prospects for our clients in a non-sales environment.

#### BUSINESS DEVELOPMENT:

**Lead Generation** - Successful candidates will be responsible for introducing products and services to key decision-makers within a non-sales environment. Hourly rate is \$12 per hour to start, plus a generous incentive plan. Prospective employees need to have the following skills and qualifications:

- Enthusiastic Attitude.
- Results-oriented.
- Professional and courteous telephone skills.
- Confident computer skills.
- Insides sales or customer service experience preferred.
- Bilingualism in English and French is an asset.

**Why join the Alea Group?**

Our employees are committed to excellent service and are driven to succeed both personally and professionally. Unlike some other similar roles, we offer successful candidates the opportunity to grow. We are looking for candidates who are ready to hit the ground running. We provide paid training. Our work hours are Monday to Friday, 9:00 AM to 5:00 PM. Located near West Beaver Creek & Hwy 7.

If you are interested in joining the ALEA team please feel free to contact us at 905-709-4606, Ext. 207, or via e-mail to [wchung@thealeagroup.com](mailto:wchung@thealeagroup.com).

## Bayshore

Home Health

Bayshore Home Health is a Canadian owned company that is a leader in home and community health services. We are seeking a full time Client Service Coordinator for our **Richmond Hill** office.

### Client Service Coordinator

Richmond Hill (Full time)

Accountable for coordinating all aspects of client care and scheduling assignments for field staff. You thrive in a fast-paced environment and are able to manage stress effectively. Computer proficiency is required and preference will be given to those individuals who have experience with the Procura System. An ability to speak Italian is an asset. Related experience in the health care field is imperative!

If you are interested in this opportunity, please e-mail your resume to: [gta@bayshore.ca](mailto:gta@bayshore.ca) and quote **Resume CSC Richmond Hill** in the subject line.

[www.bayshore.ca](http://www.bayshore.ca)  
Better care for a better life

### OFFICE MANAGER/BOOKKEEPER

Preference will be given to candidates with experience in Property Management and the Construction industry. Accounting and administration duties will include A/R, A/P, bank reconciliation, collection, leasing, service contracts, tenant correspondence, database maintenance, and various duties in rental and condominium administrative functions. Proficiency in Word, Excel and working knowledge of Quickbooks, the Condominium Act, and Landlord and Tenant Act is an asset.

Please forward resume and salary expectations in confidence to [info@kaitlingroup.com](mailto:info@kaitlingroup.com). No phone calls please.

We thank all applicants, however only those contacted will be invited for an interview.

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### TYPESETTER

required full time. Proficient in Illustrator and/or Corel Draw. Accurate typist. Excellent English skills. Start at \$14.50/hr. Email resume to: [sales@marking.ca](mailto:sales@marking.ca) or fax: 905-475-7488

### ACCOUNTS PAYABLE

Markham based manufacturing company has an immediate full time position available in the Accounts Payable department. Completion of Post Secondary Accounting program is a must. Minimum 2 years experience doing full cycle accounts payable. The successful individual must be organized, have effective communication skills, self starting requiring minimum supervision and be detail orientated.

Please send resume to: [humanresources@geron.ca](mailto:humanresources@geron.ca) or fax 905-470-1789

500 Career Training

### 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

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### CSL COMMERCIAL SWITCHGEAR LIMITED

RECEPTIONIST with excellent communication skills for a busy manufacturing firm, 407 & Dufferin, Vaughan, On. Must be able to multitask, MS Office & 2 yrs. relevant experience. Fax resume- 905-669-6080.

### OFFICE ADMINISTRATIVE ASSISTANT

needed for a well established renovation co. in Scarborough Please fax resume to: 416-609-8016 or email: [info@platinumrenovations.com](mailto:info@platinumrenovations.com)

515 Skilled & Technical Help

### QUALITY WOOD FINISHER

Woodcraft - Markham specializes in the construction, finishing and retail of custom, fine solid wood furnishing across Canada. We are currently looking for a talented wood finisher with a minimum of 5 years experience in high quality wood finishing. If your talents include staining, shading, toning and, top coating; you understand the operation and basic maintenance of finishing equipment; you have experience with the preparation and application of a variety of paint finishes and have an eye for detail, then we have the job for you. As part of our production team, excellent communication skills are a must. We are looking for people who are self motivated, practical problem solvers who put the customer's needs first.

Do you have what it takes and more? Then please send your resume to Leslie Yeates at [finisher@hobb.ca](mailto:finisher@hobb.ca) Please visit us at [www.woodcraft.ca](http://www.woodcraft.ca)

Only those applicants under consideration will be contacted.

515 Skilled & Technical Help

### EXPERIENCED CORPORATE COMMERCIAL CLERK

required immediately. Candidate must be fluent and well versed in asset and share acquisitions, corporate merger and financings with a minimum of 5 years experience. So if you are tired of travelling downtown but want the downtown experience in a north end location then this mid-sized legal firm if just what you are looking for.

Please email [djones@bratty.com](mailto:djones@bratty.com) or fax your resume to 905-760-2900

### BOOKKEEPER

2 to 3 days per week. Must be proficient with Quickbooks, A/R, A/P, payroll, trial balance, Excel, Word and internet. English. Located in Markham.

Resume to: [office@temperaturecorporation.com](mailto:office@temperaturecorporation.com) or fax: 905-513-8358

### Legal Corporate Assistant/ Clerk (junior)

Full time for very busy Richmond Hill law firm. Word and WP required. PC law and Fastco an asset. Please contact [rhlegal08@gmail.com](mailto:rhlegal08@gmail.com)

525 Office Help

### Legal Admin/Assistant

Woodbine/ Steeles. Paralegal Litigator requires experienced "right-hand". Min. 5 yrs. experience. Fax Resume with cover letter & salary expectations: (905) 415-1411

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### TELEMARKETERS

required for financial service co. Languages: English & Hindi/Punjabi. Guaranteed salary+ bonus. Resume to: [asm.financial@rogers.com](mailto:asm.financial@rogers.com) tel:905-471-5353 or fax 905-471-5451

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