

# Stouffville Sun-Tribune

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**SECURITY GUARDS**  
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**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

515 Skilled & Technical Help

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515 Skilled & Technical Help

**EMPLOYMENT OPPORTUNITY**

GRANITE Now Recruiting for the 2010 Season

**Assistant Building Maintenance Manager**

**POSITION SUMMARY**  
To assist the Building Maintenance Manager with the supervision, co-ordination and completion of all building repairs and general maintenance needed for equipment and building structures including the operation and maintenance of a state of the art water and waste water system.

**Duties and Responsibilities**

- Assists with the co-ordination of the servicing and repairing of systems for lighting, heating, ventilating, fire, security, drainage and plumbing.
- Perform monthly, weekly and daily inspections of water/waste water and fire suppression systems.
- Maintains and makes general repairs to plumbing fixtures, furniture, woodwork, electrical system, appliances, ventilation system and building structure.
- Conducts plumbing repairs such as leaking pipes and facets and clogged drains.
- Performs various duties involving painting, plumbing, carpentry and electrical work.
- Trouble-shoots building emergencies, as required
- Helps develop and maintain a resource management plan, which outlines short-term and long-term requirements for repair and maintenance, capital replacement and capital requirements.

**Job Requirements/ Qualifications Required**

- Minimum 2 years experience in building repairs and maintenance.
- Good knowledge of H.V.A.C., electrical and plumbing systems.
- Excellent public relations, communications and organizational skills.
- Pleasant personality and cooperative nature. Member service orientation.
- Computer aptitude.
- Excellent oral skills and written English.

Work Schedule: Must be flexible to work shifts - days, evenings, weekends and holidays

All interested candidates should forward their resume to:  
**Phil Scully - Granite Golf Club**  
Fax: (905) 642-2192 or  
E-mail: [pscully@graniteclub.com](mailto:pscully@graniteclub.com) by January 29, 2010.

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**The New Newmarket**

At Newmarket, we value creativity, integrity and excellence. A progressive, forward-thinking, dynamic urban municipality, we are one of Canada's most progressive environmental leaders, remaining true to our historic heritage while moving towards an innovative and exciting future. Come to Newmarket and experience an exciting opportunity.

**Human Resources Consultant**  
Contract Position

An experienced HR Generalist who has dealt with collective agreement administration, you are ready to take on this contract position, from February 8, 2010 to March 18, 2011, using a collaborative approach to provide a full range of employee and labour relations services to a specific client group. Drawing on your knowledge of applicable legislation and regulations, and strong project management, relationship-building, communication and leadership skills, you will oversee the recruitment process, and manage WSIB claims, benefit issues and pension-related information. You combine formal academic training in HR with a CHRP designation or equivalent, and a background dealing with senior management on sensitive or complex HR matters. Additionally, you must be proficient with word-processing and spreadsheet applications, scheduling software and the Internet.

Please apply online, only, at [www.newmarket.ca](http://www.newmarket.ca), by 4:30 p.m., January 25, 2010. We thank all applicants; however, only those selected for an interview will be contacted.

This personal information is collected under the authority of the Municipal Act and will be used to assess eligibility for potential employment. Questions about the collection of personal information should be directed to Human Resources.

[www.newmarket.ca](http://www.newmarket.ca)

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[www.stocktransportation.com](http://www.stocktransportation.com)  
877-233-4045

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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).

**AURORA Manager of Code Review and Inspections**

*You're in Good Company*

Reporting to the Director, Building and By-law Services, you will be responsible for managing the operations of the Building Code Plan Review and Inspection division to ensure building permit applications and construction are compliant with the Ontario Building Code, other applicable law and related building by-laws. You will oversee application and inspection activities to ensure effective and streamlined service delivery that meets legislative requirements and provide technical advice to plan examiners/inspectors on building code interpretation, innovative building design, green technology and alternative solutions. Also, you will be responsible to mediate and resolve contentious issues arising from non-compliance including recommendations for accepting equivalents and recommendation for legal proceedings.

You possess an Architecture, Engineering or Public Administration diploma and have demonstrated ability in a leadership role in a plan review or inspection function in municipal government; successful completion of qualification examinations by the Ministry of Municipal Affairs and Housing; in depth knowledge of the Ontario Building Code Act and other related legislation; as well as demonstrated experience with policy and program development and implementation. You also possess excellent supervisory skills as well as administrative, report writing, analytical, problem solving and organizational skills and the ability to work effectively with colleagues, staff at all levels, the general public, professionals and other stakeholders to meet corporate needs. In addition, you must be available to attend evening meetings and possess a valid class "G" license, in good standing, and a reliable vehicle to use on corporate business.

Please forward your resume to: Human Resources, Town of Aurora, 1 Municipal Drive, Aurora, ON, L4G 6J1 or email to: [hr@e-aurora.ca](mailto:hr@e-aurora.ca) by January 27th, 2010.

We thank all applicants and advise that only those selected for an interview will be notified by February 17, 2010.

525 Office Help    525 Office Help    525 Office Help    525 Office Help

**P/T M-F 10am-2pm \$12.00/hr**  
No experience necessary. Tele-communications, Product Introduction. Fluent English. Friendly & outgoing. Send Resume to: [HR@creativeoutdoor.com](mailto:HR@creativeoutdoor.com)

**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    525 Office Help    514 Salon & Spa Help

**BOOKKEEPER/ ADMIN POSITION**  
3-4 days per week. Must be fluent in English. Quickbooks & Excel skills required. Email resume to: [careers@medarismedical.com](mailto:careers@medarismedical.com) or fax 905-940-9390

**LICENSED F/T or P/T**  
Hairstylist & Assistant required at Petros Hair Design at Bayview & Sheppard. Please call Peter at (416)223-1177.