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7 days a week. Log onto [www.yorkregion.com](http://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

525 Office Help 525 Office Help 525 Office Help

530 Sales Help & Agents 530 Sales Help & Agents

**CLASSIFIED DEADLINES**

17, Stouffville Sun-Tribune ■ Thursday, Feb. 11, 2010

*It's About People... And Possibilities*

The Regional Municipality of York consists of a dynamic blend of rural and urban communities. The nine local municipal partners provide a mix of both small towns and city living with an emphasis on fostering community character. As one of Greater Toronto's Top 75 Employers (2009), York Region offers diverse and vibrant career opportunities that reflect the ideals, spirit and quality of life of a much sought-after and growing metropolis.

**ARCHITECTURAL PROJECTS COORDINATOR (2)**

**Full-Time  
Community & Health Services Department  
Housing and Long Term Care Branch**

Our dynamic, forward thinking organization invites individuals with expertise in planning and design to implement residential improvements and manage renovation projects. We will count on you to provide technical support and compliance monitoring, and to act as liaison for staff and providers. You have completed a 3-year community college technology program in architectural or engineering or building sciences (or equivalent education/experience) and 5 years' related building construction/renovation experience. Eligibility for membership in AATO or OACETT as a Certified Engineering Technologist or Applied Science Technologist is essential for this role.

If you possess these key qualifications and would like more information about this role, visit [www.york.ca/careers](http://www.york.ca/careers) and apply online by **February 17, 2010** (quoting competition #YR10008).

An equal opportunity employer.



**SBMB LAW**  
**Family Law Clerk**

**SBMB LAW**, a well established full service Richmond Hill law firm, requires a Family Law Clerk effective March 15, 2010 for a one year term (maternity leave relief) with a possibility of extension. Family law experience required.

We offer an excellent working environment and generous remuneration package.

Apply in confidence by fax to Office Administrator:  
Marilyn Dunleavy, 10800 Yonge Street, Richmond Hill, Ontario, L4C 3E4 at 905-884-5445 or by e-mail to [mdunleavy@sbmblaw.com](mailto:mdunleavy@sbmblaw.com)

515 Skilled & Technical Help 525 Office Help 525 Office Help

Great opportunity with potential for partnership.  
**LICENSED AUTO MECHANIC or BODYMAN (M/F)**  
No investment. Good customer service skills req'd. (905)642-9200

**F/T office help wanted. INTERMEDIATE ACCOUNTING PERSON**  
Accounts payable/experience with construction P.O.s, budgets and reconciliation. Excel and Word experience, must be computer friendly.  
Steeles/Woodbine. Email resume to: [accounting@picklebarrel.on.ca](mailto:accounting@picklebarrel.on.ca)

530 Sales Help & Agents 530 Sales Help & Agents

**MECHANIC**  
Experience and knowledge of farm equipment an asset  
**PARTS COUNTER HELP**  
Equipment knowledge and farm background.  
5676 Main St., Stouffville  
Fax 905-640-3839

**Brooklin**  
Concrete Products  
Can-Force Division of Amcor Limited Partnership

Brooklin Concrete - Brooklin Branch is looking for an Inside Sales person who is outgoing, thrives on new challenges, and looking for a profession that allows them to utilize their skills and abilities to assist with the success of the company. This is a full time position.

The successful candidate will have:

- Minimum of three (3) years retail sales experience
- Knowledge of precast concrete products
- Excellent verbal and written communication skills required as are strong customer service focus skills
- Proficient in Microsoft Excel, strong overall personal computer skills
- Strong ability to prioritize tasks, attentive to detail and positive attitude
- Ability to work independently with strong organizational and multi-task skills

**Key Responsibilities:**

- Serve as the primary contact between the customer and the company, handling both inbound calls and walk-in customers with exceptional levels of customer service
- Ensure accuracy at every step of the order-taking process, from quotations to shipments
- Maintain a high level of product and service knowledge
- General office administration duties

If you are interested and qualified, kindly email your resume and cover letter to: [brooklinsales@brooklin.com](mailto:brooklinsales@brooklin.com) or mail to Brooklin Concrete, P.O. Box 370, Brooklin, ON L1M 1B5

We thank you for your interest and regret that only candidates selected for interview will be contacted.

**PRINT SALES REPRESENTATIVE**

Our company, a leader in the publishing & printing industry, is seeking an experienced Print Sales Representative to service and grow existing accounts.

- Candidates are expected to:
- Develop new business relationships in York Region
  - Create proposals for current and prospect clients
  - Assist clients in product design & coordinate with production on content and appearance
  - Ensure monthly budgets are targets are met
  - Address customer concerns in a timely, professional manner

The successful candidate will possess:

- Strong oral and written communication skills
- Solid time management and organizational skills
- Excellent interpersonal and relationship building skills
- Ability to work in a deadline oriented environment
- Knowledge of all Microsoft applications
- Must have a car, valid driver's license, car insurance and be able to travel within the territory on a daily basis

Interested candidates are asked to forward their resume no later than February 14, 2010 to:

**Box #289  
The Newmarket Era/Aurora Banner  
580B Steven Court  
Newmarket, On. L3Y 4X1**

We thank all applicants however only those selected for an interview will be contacted

535 Hospital, Medical, Dental 535 Hospital, Medical, Dental

Experienced F/T **RECEPTIONIST** needed for modern computerized medical office. 2 yr min family practice or walk-in clinic experience req'd. EMR/Health-screen an asset. Excellent English and pleasant telephone manner needed. Candidate should be an efficient multi-tasker who thrives in a busy office. Drop resume to Markham Heritage Health Clinic, NW corner of 16th Ave. and Markham Rd or call 905-471-2967 ext 2.

Work, learn, grow, smile!  
with **Altima Dental!**  
**Patient Coordinator - Markham  
Dental Assistant - GTA**  
Seeking an individual with excellent patient service, communication and problem solving skills. Dentrix skills an asset.  
Apply: [hr@altima.ca](mailto:hr@altima.ca).  
Visit [www.altima.ca](http://www.altima.ca) for details.

510 General Help 510 General Help

Markham giftware company seeking individual for:  
**ORDER FULFILLMENT TEAM LEADER**  
Min. 3 yrs exp. within a computerized warehouse environment. Post secondary education in logistics, operations or business. Solid familiarity with order picking and processing techniques and processes and shipping and receiving. Licensed forklift operator. Must have supervisory experience and strong English skills.  
Email or fax resume by Feb 19, 2010 to [thardy@lineamarketing.com](mailto:thardy@lineamarketing.com) or (905) 294-6936

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

514 Salon & Spa Help

Ashgrove Spa is hiring  
Esthetician & Part-Time Receptionist  
Please call (905)201-0343 or email: [info@ashgrove-spa.com](mailto:info@ashgrove-spa.com)

**RUTHERFORD CONTRACTING** COME GROW WITH US.....

Our firm, Rutherford Contracting Ltd. is a General Building and General Landscape Contractor servicing the ICI construction industry of Toronto, York Region and surrounding GTA.

We are currently seeking individuals to join our organization in the following roles:

- **CONSTRUCTION PROJECT MANAGERS**
- **PROJECT CO-ORDINATORS**

For a detailed description of qualifications, please refer to our ads on Workopolis.com and LocalWork.ca.

**To apply for either of these career opportunities, please apply by e-mail to [info@ruthcon.ca](mailto:info@ruthcon.ca)**

We thank all applicants in advance; however, only those determined to meet the requirements of the role will be invited to participate in an interview process.

505 Careers

Util-Assist currently has an opening in our Billing Services Department for a **SENIOR CIS ANALYST**

- Essential Requirements**
1. Technical skills would include familiarity in working with SQL Databases, Tomcat, JBOSS and web, application and DB servers.
  2. A background in Harris Northstar software would be preferable.
  3. Computer proficiency in MS Office products including Word, Excel, Visio, PowerPoint and MS Project.
  4. A minimum of two years in a utility environment, preferably in metering, billing or customer service would be preferable.
  5. A college or university degree in Computer Sciences would be preferable.
  6. A strong knowledge of computer networks
- A competitive salary, commensurate with experience, and benefit package is available to the successful candidate.  
**Qualified applicants are invited to submit a detailed resume in confidence by February 21, 2010 to: [hr@util-assist.com](mailto:hr@util-assist.com)**  
Only those candidates considered for an interview will be contacted.

**PROMOTIONAL PRODUCTS**  
Wilson Dunn Promotions has a vacancy for a motivated **ACCOUNT EXECUTIVE**. Applicants must have previous experience selling promotional products. Generous commission structure, in house support provided. Wilson Dunn is an ISO Registered 9001:2000 company.  
Please email in confidence [chris@wilsondunn.com](mailto:chris@wilsondunn.com) or telephone 905-940-0332 ext. 113.

515 Skilled & Technical Help 515 Skilled & Technical Help

**CABINETMAKER**  
Custom cabinet shop in Stouffville currently seeking a cabinetmaker for full-time employment. Individual will be involved in all aspects of high-end residential cabinet production and installation. Applicants should be self-motivated and dependable with a strong work ethic. Wage to reflect experience and education.  
Fax resumes to 905-640-4167 c/o John or email to [woodworkjv@gmail.com](mailto:woodworkjv@gmail.com)

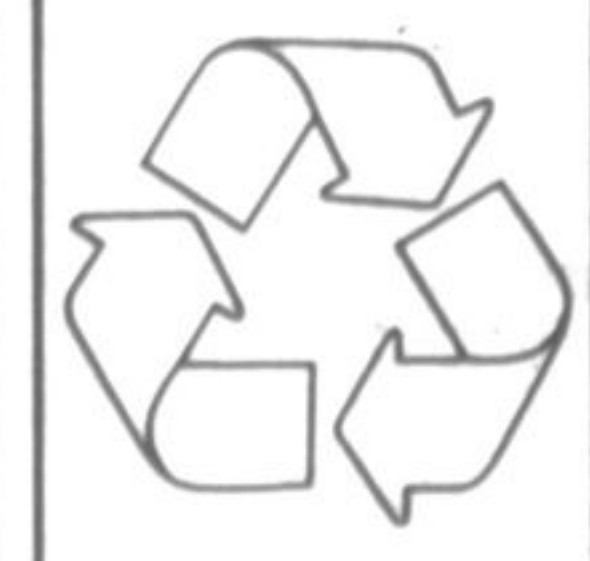
Don't forget your online presence. Remember to include your web address.

530 Sales Help & Agents

**FUTURE STEEL BUILDINGS**  
Top Closers Wanted!  
Inside Sales  
•Must be motivated •All leads provided  
•Uncapped income  
\$85K avg/. amongst 45 reps.  
Email resumes: [cbowe@futuresteel.com](mailto:cbowe@futuresteel.com)

530 Sales Help & Agents

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**SATURDAY EDITION**

**Help Wanted**  
Deadline: Friday at 12 Noon

**Word Ads**  
Deadline: Friday at 2pm

**Business & Professional Directory**  
Deadline: Thursday at 5pm

**To place your ad, call: 1-800-743-3353**