

AURORA
Share in Good Company
CAREER OPPORTUNITIES

The Town of Aurora is home to over 53,000 residents with a diverse mix of creative professionals, business leaders and community participants. Offering urban amenities and small town hospitality, Aurora is strategically located in the Greater Toronto Area with convenient access to both downtown Toronto and cottage country.

A career with the Town of Aurora offers an opportunity to make a positive difference in our community. We are a progressive, forward thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. With us, you will enjoy a collaborative team environment with a dynamic culture and a drive for progressive excellence. We invite you to join our team.

Manager of Business Support Services

Reporting to the Director of Parks and Recreation Services, you will be responsible for the management, implementation, monitoring and evaluation of facility bookings. You will oversee facility advertising programs as well as develop and implement departmental facility/property sponsorship and reception/customer service initiatives, policy development, budget preparation and staff supervision.

A Business or Public Administration or related degree is required, and significant supervisory and work related experience in a municipal environment. Your working knowledge of evaluation concepts including marketing strategies, sponsorships and fundraising initiatives, and municipal policy development will ensure your success in this position. Excellent organizational, interpersonal, project management, report writing, analytical, problem solving and supervisory skills as well as the ability to communicate effectively with all levels of staff, departments and levels of government; able to work flexible hours to accommodate evening meetings, program supervision and/or special events; a reliable vehicle to use on corporate business is needed.

Council/Committee Secretary

Reporting to the Manager of Legislative Services/Deputy Clerk, you will be responsible for the preparation and distribution of Council/ Committee meeting agendas, supporting material, regular meeting attendance and minutes preparation. Responsibilities also include correspondence, indexing, records maintenance, research and liaison duties, word processing support to other divisions/departments as required, and provide training/assistance as needed.

You have a diploma in Office Administration or related discipline, and related work experience as well as excellent knowledge of minute taking preparation and records management, MS Office Suite and have a keyboarding speed of 60 w.p.m. Municipal experience would be considered an asset. You need excellent grammar, spelling, organizational, interpersonal and speedwriting skills, as well as the ability to prioritize work and to work under pressure to meet deadlines, exercise discretion and good judgement when handling confidential information. You are also available to work flexible hours to accommodate evening meetings or peak periods/deadlines.

Human Resources Information Systems (HRIS) Clerk

Reporting to the Human Resources Generalist, you will be responsible for the support and maintenance of the Town's HRIS, including accurate data entry, master file set up, procedure manual, HRIS training and guidance, maintain and update all aspects of the HRIS system; as well as provide administrative and reception support to the Human Resources Department.

You possess a Human Resources Management diploma, and have demonstrated work experience; a CHRP would be an asset. Proficiency, attention to detail, accuracy and knowledge of HRIS, preferably InfoHR, is a must, as well as excellent working knowledge of MS Office. You possess superior grammar, spelling, arithmetic, organizational, analytical, time management, communication, customer service and records management skills, as well as the ability to exercise discretion and good judgement when handling confidential information.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume, indicating your desired position, to: Human Resources, Town of Aurora, 1 Municipal Drive, Box 1000, Aurora, ON, L4G 6J1 or email to: hr@e-aurora.ca by March 5th, 2010.

The Town of Aurora is an equal opportunity employer that is committed to recognizing and celebrating the diversity of opinion, talent and expertise that make each person unique. We thank all applicants and advise that only those selected for an interview will be notified by March 31st, 2010.

525 Office Help 525 Office Help

Quality and Training Position Available

- Minimum 2 years experience in a manufacturing or repair environment
 - Quality control and process improvement experience
 - Clear written and verbal communication skills are essential
 - Education in Electrical Engineering is ideal
 - Familiarity with cellular phone repair is an asset
- Resume: jobs@futuretel-service.com

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510 General Help 510 General Help

Acting/Modeling Opportunities

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★ **Don't Miss our Search Event in:** ★
★ **RICHMOND HILL** ★
★ **Thursday, March 4th** ★
★ **Holiday Inn Express** ★
★ **10 East Pearce St. (Hwy#7 & Leslie)** ★
★ **Attend anytime between 5pm - 8pm** ★
★ **No experience necessary - 4 years & up.** ★
★ **Growing demand for adults and seniors.** ★
★ **Reg'n fee of \$39 plus GST.** ★
★ **Refunded if you do not qualify.** ★
★ **www.StarCastScouting.com** ★

Miele

Since 1899, Miele has remained a family owned appliance business, designing and manufacturing high quality residential and professional appliances. Miele entered the Canadian market in 1988 and has been on a steady path of growth ever since.

We require a:
Professional Services Administrator
Vaughan, Ontario
(9am to 3pm Monday to Friday)

Job Description
This is a permanent part-time position. Reporting to the National Sales Manager for our commercial appliance division, this person will be responsible for the day-to-day coordination of the Professional department.

- The ideal candidate will possess the following:**
- 3 years administration experience
 - Excellent written and verbal communication skills
 - Customer service experience
 - Understanding of Technical terminology
 - Experience with preparing and submitting tenders
 - Ability to work in a fast paced environment
 - Excellent computer skills, Microsoft Office, with exceptional Excel skills
 - Attention to detail
 - Able to work well in a team environment
 - Tri-lingual an asset (English/ French/ German)

For more information about Miele visit www.miele.ca.

Human Resource Manager
Miele Limited
hr@miele.ca
NO AGENCIES PLEASE

We appreciate your response; however, only candidates under consideration will be contacted.

530 Sales Help & Agents 530 Sales Help & Agents

NEW CAREER

We're looking for individuals with a career objective for immediate positions in vehicle sales.

\$35,000 - \$75,000
No experience required

We offer

- *Professional sales training program
- *Excellent pay, commission and Bonus plan
- *Group Insurance *Demo package
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- *Motivated and prestigious work environment
- *Opportunity for advancement to management

Personal interviews for one day only!
Tues., March 2 apply in person only
11a.m. to 5p.m.
College and University grads welcome

VILLAGE NISSAN 4600 Hwy #7 Unionville, Ont.

510 General Help 510 General Help

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 - Professional telephone manner
 - Excellent Computer skills
 - Janitorial & light maintenance of storage facility

Compensation:

- Salary + Commissions = \$50K - \$60K per year PLUS 2 Bedroom home (Utilities included)
- Benefits / Corporate Apparel / Free Storage / Transportation Allowance/ Contests & Prizes

Send BOTH resumes to ldube@sentinel.ca
OR Fax 888-524-4121

No single applicants will be considered

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510 General Help

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ClubLink is Canada's largest owner, operator and employer in the golf course industry.

Emerald Hills Golf Club in Stouffville is currently seeking a

Golf Course Mechanic

You must have a strong working knowledge of small engine mechanics, electrical and hydraulics. You will also have a good sense of preventive equipment maintenance.

Please forward your resume to Colin Hindle at chindle@clublink.ca or fax to: 905-888-1674



Garry's Garden gallery

MARKHAM-UNIONVILLE

JOIN OUR TEAM

If you are energetic and enthusiastic, enjoy working in a fast paced environment, while enhancing your career skills, here are just a few positions now available.

PLANT SALES ASSOCIATES

Duties include the following:
Selling of nursery stock, annuals, perennials, house plants, bulbs and other garden related products.

PART TIME CASHIERS

Duties include the following:
Cash procedures, customer service, merchandising and cash handling.

For all positions the ideal candidates must be organized and have an enthusiastic approach to customers. Previous experience is an asset. In all these positions you will be required to work days, evenings, weekends and holidays as scheduled.

Please send resumes and specify position applied for to
Garry's Garden Gallery,
Attn. Larry Harrison
4038 Hwy #7 East, Unionville, ON
L3R 2L5

Crossing Guard Required Now!

• **Birchmount & Highgate**
(Mother Teresa S.S.)
Please call
(905)737-1600



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email resume to:
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Call: 905-640-2666

UPS STORE MANAGER

Requirements: English, Cantonese and Mandarin. High computer literacy, customer service/ sales experience and university degree.
Email: hli@mhlearning.com

JOB FAIR!!
March 1st - March 5th
Richmond Hill, Concord, and Markham areas
Earn up to \$600 weekly!!
Food, Manufacturing & Distribution

- All Shifts and Overtime available!
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- Machine Operator, Assemblers, Quality Inspector or Material Handler**
Apply in Person between 9am-3pm

APPLE ONE
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In order to qualify for the above mentioned positions, you must possess: 2 verifiable work references / CSA approved safety shoes/ SIN and Photo ID

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accepting applications for:

- **SERVERS / BARTENDERS**
- **TURF DEPARTMENT**
- **BACKSHOP**

Ideal for experienced, mature individuals or local university students.
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Fax: 905-294-5115