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500 Career Training

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505 Careers

505 Careers

505 Careers

525 Office Help

525 Office Help

540 Hotel Restaurant

540 Hotel Restaurant

540 Hotel Restaurant

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October 2009 Honours Graduate

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**BECOME A MONTESSORI
TEACHER**

Toronto Montessori Institute offers f/t, p/t and summer courses in Richmond Hill. All courses lead to a Montessori Teaching diploma. Pre-requisite includes post secondary education.

Open House Dates:
Tuesday April 6, Saturday April 10,
Tuesday April 13, Tuesday April 20,
Tuesday April 27
10 am - 12 pm

PLEASE CALL TO REGISTER
(905) 889-8882 x242

www.tmi.edu
8569 Bayview Avenue
Internationally accredited



AURORA
Department of Parks & Recreation
Services- Business Support Division

You're in Good Company
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.

As part of the Department of Parks & Recreation Services team, you will be responsible for the Department's financial services administration including accounts receivable processing, collection of past due accounts, balancing and preparation of revenues for deposit, and departmental journal entries. You will assist Department Managers with accounts, client refunds, purchase requisitions/orders; and provide secretarial/reception services for the Department and back-up support during peak periods or absences.

Basic knowledge of general accounting/bookkeeping principals, cash handling practices and AR/collections functions as well as demonstrated experience in office administration, proficiency in Microsoft Office Suite, Class Active Network Systems and iCity are a must. You have good interpersonal, grammar, spelling, arithmetic, organizational, and filing skills as well as the ability to prioritize work, work under pressure and deal courteously with both internal and external clients.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 1 Municipal Drive, Box 1000, Aurora, ON, L4G 6J1 or email to: hr@e-aurora.ca by April 1st, 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 April 30th, 2010.



Sheridan Nurseries

EMPLOYMENT OPPORTUNITY

**Sheridan Nurseries is actively searching for
Home Décor Sales Supervisors**

The responsibilities of this position include the overall sales of the product categories (includes patio furniture, outdoor living, pots and containers, home décor, gift and Christmas product lines) through providing excellent customer service, merchandising, marketing, ordering and the overall supervision of the seasonal product categories.

Accountabilities: The Home Décor Sales Supervisor is also responsible for the completion of associated paperwork/invoicing, and for the training of department staff to ensure sales budgets, new products, strategies, and other relevant departmental information is understood and adhered to.

Skills Required: The ideal candidate has quality experience in retailing with an enthusiastic sales focused approach to customers, with a keen eye and understanding towards merchandising. General computer skills are essential; POS experience is an asset.

This is an hourly based position. This position is also required to work days, evenings, and weekends as scheduled.

Apply to: **Sheridan Nurseries**
Attention: **Scott Baillie**

12302 10th Line Georgetown, ON L7G 4S7
E-mail: unionville@sheridannurseries.com

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

PURCHASING ASSISTANT

Required by a well-established, rapidly growing Richmond Hill area mfg. Duties include: creating Excel reports, follow-ups with suppliers, issue PO & compare quotes, tracking payments for A/P. Skills: strong Math, ability to work independently & multi-task environment, responsible, aggressive & takes initiative.

Please send your resume to:
AMICO CORPORATION
Fax: (905) 764-0862 Email: hr@amico.com

525 Office Help

530 Sales Help & Agents

**Sales & Promotions
Co-ordinator.**

F/T, 30/ hrs.
Min. 5 yrs. exp.
English, Russian,
office & customer service skills.
Reply at
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Commission
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**Fax Resume
416-297-5909**

535 Hospital, Medical, Dental

**Stouffville
FULL TIME
DENTAL
HYGIENIST**
for one year
maternity leave
position.
Email resume to
parkdrivedental@yahoo.com

510 General Help

**SHIPPER
RECEIVER**
(forklift certified)
required for plant
in the Markham
area.
Apply with
resume to:
veda@lamacutting.com

510 General Help

Sleepy Hollow Golf & Country Club in Stouffville is currently seeking to fill the following seasonal positions:

- LINE COOKS**
- BREAKFAST COOK**
- WAIT STAFF**
- DISHWASHERS**
- GENERAL MAINTENANCE**
- GREENS DEPARTMENT**
- GOLF SERVICES**

Please forward resume to
Sleepy Hollow Country Club
13242 10th Line
Stouffville, ON L4A 7X4
Fax: (905)642-0308

Email: info@sleepyhollowgolf.on.ca

Industrial laundry plant in Markham (Woodbine/Steeles) requires very reliable people for the following full and part time permanent positions:

- Dryer Operator**-Fast paced environment. Strong person required. Able to operate machinery. Weekdays/ weekend positions.
- Delivery Preparation**-Fast and reliable person needed for preparing deliveries. Must and read and speak English fluently.

Apply in person
860 Denison St., Unit #9, Markham
From 9:30am-1pm

Peacock Landscaping
located in Stouffville requires
Landscape Construction Labourer
for the upcoming season.
\$14. - \$17./ hr.

Experience an asset, but not required.
Please call Don at 905-640-8775
or email to: donp85@rogers.com

500 Career Training

514 Salon & Spa Help

**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

**HAIR
STYLIST**

required
(with clientele preferred but not necessary)
Stouffville location.
Call for info:
(416)505-7184

509 Drivers

515 Skilled & Technical Help

DZ DRIVER for 6am shift
required for busy building supply company located in Stouffville.
Competitive pay package & benefits.
Fax resume to Chris or Darryl to: (905)640-8855 or call (905)640-0278

Stouffville Irrigation Company is now hiring a fulltime seasonal labourer with a clean driving record.
Position starts at \$15 per hour.
Email resume to info@waterboys.ca

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**Now hiring part-time evenings & weekends.
Please apply online at www.worksforme.ca
or at the Stouffville McDonald's.**
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**York Region
Employment Assessment Centre**

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(905) 882-9561

- ✓ Customized One-on-One Employment Planning
- ✓ Referrals to Experienced Career Professionals
- ✓ Determine Need for Skill Specific Training
- ✓ Ongoing Follow-Up and Support

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Jobs Available Immediately

Our client in Aurora is currently seeking:

Production Technicians
\$11.00/hour + night shift premium • All shifts available
Previous machine operation experience an asset.

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Phone: (905) 954-0210
Fax: (905) 954-0214

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looking to hire full time.
Tinting paint, stocking, able to lift weight, own transportation.
Fax resume to: 905-472-8936
or email to: markham_paint@yahoo.ca

535 Hospital, Medical, Dental

Part Time Dental Asst., Flexible hrs. Experience required. Please email resume: drmina@northcitydental.ca 905-707-5599