

500 Career Training

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505 Careers

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525 Office Help

525 Office Help

530 Sales Help & Agents

530 Sales Help & Agents

I Started at...
Job Skills

...You Can Too!

"...It was my dream to continue my teaching career in Canada..." **Taskeen Z.**

To read more about Taskeen's success visit jobskills.org

Employment Assessment Services

Keswick 155 Riverglen Drive
905-476-8088
TTY: 905-476-7588

Markham 4855 14th Avenue
905-948-9622
TTY: 905-415-6900

jobskills.org Toll-Free: 1-866-592-6278

Services Provided at No Cost! Employment Ontario programs are funded in part by the Government of Canada. **EMPLOYMENT ONTARIO**



Love working with children?

Information Session

EDUCATION ASSISTANT

201-9005 LESLIE STREET
RICHMOND HILL, ON L4B 1G7
Tuesday, May 18th, at 7 p.m.
Register today

THE DURHAM CORPORATE CENTRE
105 CONSUMERS DRIVE, 2ND UNIT
WHITBY, ON L1N 1CA
Wednesday, May 19th, at 7 p.m.
Please RSVP 1-888-732-0326

Whitby • Richmond Hill
• Kingston • Smith Falls
Not all courses available at all campuses

CAREER TRAINING

Kingston Learning Centre

1-888-732-0326

www.kingstonlearningcentre.ca

525 Office Help

525 Office Help



For Utility/ Electrical Contractors
Construction Co-coordinator
With prev. construction electrical work exp.
Project Management Assistant
With previous experience in Construction office, admin, Word and Excel
Highway 7 & Dufferin Area . own car.
Fax Resume to: 416.798.7125
or email: jobs0510@con-elco.com

500 Career Training

SECURITY GUARDS

wanted for York & Peel, including the GTA. F/T & P/T.
Up to \$16/ hour +benefits.
Training Available.
Call toll free: 1-888-351-4295

509 Drivers

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

515 Skilled & Technical Help

PARTS COUNTER HELP

Equipment knowledge and farm background an asset
5676 Main St., Stouffville
Fax 905-640-3839

Classified Hotline:
(800) 743-3353



MARKETING COORDINATOR-DESIGN

An opening exists in the Education Division for a Marketing Coordinator (Design) reporting to the Marketing Manager. As a member of the marketing team, you will produce marketing pieces to promote resources and support the sales initiatives and strategies of Scholastic Education, which involves creating and maintaining a portfolio of print promotions for displays, workshops, speaker events and for direct mail. Responsibilities include designing and producing marketing materials, validating prices and ISBNs, outputting and proofing artwork, providing Conference support and assisting with special projects as required.

The ideal candidate has a university degree or college diploma with proficiency in InDesign, Photoshop, and Adobe Illustrator and 2 years or more experience in marketing, publishing or promotions and in catalogue coordination. You are detail oriented with excellent communication and organizational skills, have a creative flair and the ability to multi-task and establish priorities. Knowledge of OSX, Excel and elementary school curriculum is an asset.

Interested applicants are asked to forward a copy of their resume by **Wednesday, May 12th** to:

Human Resources Division
E-mail: resumes@scholastic.ca
Fax: 905-887-3639

We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted.

www.scholastic.ca

525 Office Help

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BILLING COORDINATOR

Key Responsibilities:

- Complete billing on behalf of customers
- Create working documents using MS applications such as Excel and Word
- Receiving and resolving front line support calls from customers
- Generating weekly reports and communications for clients

Qualifications:

- Strong time management and organizational skills
- Must be a team player with a positive approach
- Must possess a strong commitment to quality, service, and attention to detail
- Must be able to work independently and take initiative
- Proficient in MS office applications
- At least three years experience in an Accounting / Business processing position, preferably in the Electricity or Gas Markets.
- Strong communication skills both written and verbal (English)
- Regular access to a vehicle is preferred as occasional on-site trips to clients will be required
- Familiarity with Harris' Northstar CIS application would be beneficial, but not required.

For more information on this opportunity, please submit your resume by May 14, 2010 to hr@util-assist.com
Only qualified applicants will be contacted.

530 Sales Help & Agents

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NORTHWOOD MORTGAGE

WE ARE HIRING!!!

Great Opportunity in Financial Services

- Full or Part-Time Mortgage Agents
- Training Programs
- Join a Dynamic Team
- Work for yourself...Not by yourself

CALL TODAY! 416-969-8130 Lic. 10349

CAREER OPPORTUNITIES IMMEDIATE POSITIONS FOR: COLLECTION OFFICERS / TRANSFER AGENTS -TRACERS
NO EXPERIENCE REQUIRED WE WILL PROVIDE TRAINING MUST BE BONDABLE

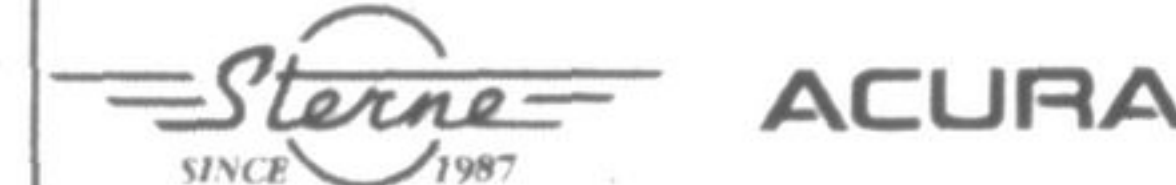
Successful Candidate Skills:

- Strong communication and negotiating skills
- Team Player
- Goal Oriented
- General PC skills
- High school graduate or equivalent

We offer:

- Competitive Salaries and Bonus Structures
- Benefits Package
- Career Progression
- Excellent Working Environment

Email Resume to **ARO Inc. at:**
cpaquin@synergie-contact.com



CONTROLLER

After 23 years of service, our Controller has decided to retire.

We are looking for a career minded individual that has automobile dealership experience. The successful candidate will be able to perform all accounting functions up to and including month end financial statements. ADP experience is a definite asset. Strong interpersonal skills required to manage accounting and administrative personnel.

Reply in confidence to:
hr@sterneacura.com
Aurora, Ontario

ADMIN/ SALES CO-ORDINATOR

We are a trimmings supplier to the clothing and textile industry. Position required for busy office in Markham. Must have good administration skills, computer literate, logical, self-motivated and flexible. Chinese communication skills a definite advantage.

Please email resume to max.kotlyar@itl-group.com

Customer Service

Medical company seeks experienced person. You must have excellent communication and analytical skills. Excellent compensation and benefits for the right candidate. French is an asset.

Please send resumes to:
rehab.medicine2010@gmail.com

525 Office Help

535 Hospital, Medical, Dental

Real Estate Appraisal Office requires **Support Person** 10-6pm, some Sat. 10-4pm
MLS experience an asset. **Please fax resume (905)886-9054**

DENTAL Receptionist

Must be fluent in English, Chinese an asset. Full time. N/E Scarborough
Fax resume to: (416)297-5826

SUBARU

Markham Subaru is seeking a new **SALESPERSON** to join our team. Come see why we're the fastest growing Japanese car brand in Canada. We offer competitive pay plans and employee benefits. Automotive experience is not necessary but a background in sales is an asset.
Please fax your resume to Carlo at (905)209-9391 or e-mail it to: cvigliatore@markhamsubaru.com.

540 Hotel Restaurant

510 General Help

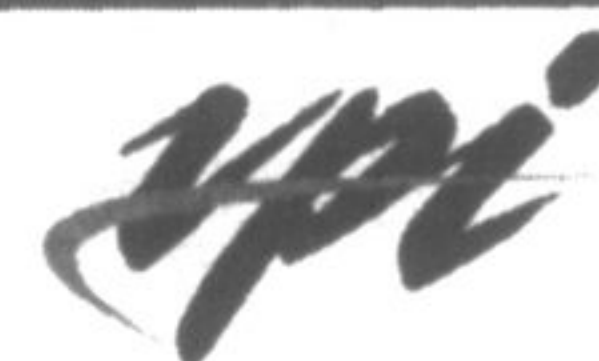
PIZZA MAKER

with a minimum of 5 years experienced. Call Anthony between 8am-10am, Monday to Friday (905)642-8300

MARKHAM LANDSCAPE Company

looking for **EXPERIENCED LABOURER** in lawn maintenance & planting. Please fax resume to: 905-201-9035

510 General Help



Employment Strategies. Working Solutions.

York Region
Employment Assessment Centre

JOB SEARCHING?

START HERE!

Call us today for your NO-COST Appointment:

(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

EMPLOYMENT ONTARIO

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

SUBARU

Markham Subaru is seeking a **SHUTTLE DRIVER/LOT ATTENDANT**. Clean driving record required. We offer competitive pay plans and employee benefits. Come join our growing, family-run organization.
Please fax your resume to Carlo at (905)209-9391 or e-mail it to: cvigliatore@markhamsubaru.com

POOL COMPANY requires

FULL TIME LABOURERS to open the pool season. Experience preferred. Valid drivers license. Call 905-471-7946