

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

gottarent.com
Find a place to rent

HomeFinder.ca
Find a place to call home

Lifenews.ca

LocalWork.ca
YOUR BEST SOURCE FOR LOCAL JOBS

DailyWebTV.com **Wheels.ca**

500 Career Training

500 Career Training

505 Careers

505 Careers

505 Careers

525 Office Help

525 Office Help

525 Office Help

530 Sales Help & Agents

530 Sales Help & Agents

Love working with children?

Information Session

EDUCATION ASSISTANT

201-9005 LESLIE STREET
RICHMOND HILL, ON L4B 1G7
Tuesday, June 22nd, at 7 p.m.

THE DURHAM CORPORATE CENTRE
105 CONSUMERS DRIVE, 2ND UNIT
WHITBY, ON L1N 1CA

Wednesday, June 23rd 19th, at 7 p.m.

Register today

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

509 Drivers

509 Drivers

DRIVERS WANTED

F/T & P/T Permanent positions

Monday - Friday, Night shift.

Saturday & Sunday Night shift.

- Extremely reliable.
- Good command of English.
- 5 Ton standard truck - No air brakes
- G Licence/ clean record required.

Apply: Monday - Friday
860 Denison St. #9, Markham
9:30am to 2pm

512 Summer Employment

514 Salon & Spa Help

GENERAL HELP
req'd for ware-
house, shipping
/receiving, some
lifting. Reliable,
good comm.
skills, fluent in
English.
Email:
tcanto@hardwearpromo.com

GREAT CLIPS
has immediate
opportunities for
F/T and P/T
STYLISTS
in Stouffville
& Aurora
Call John
647-998-1232

515 Skilled & Technical Help

515 Skilled & Technical Help

Sheet Metal Workers

Required for Commercial installations.
Mechanics, Apprentices and Supervisors.
Excellent wages and benefits.
Please forward resumes to:
Fax 905-831-1628
or email: dean@mrmmech.com
Attention Human Resources.

yrmg MARKHAM **ECONOMIST & SUN**

New Business Development Representative

The New Business Development Representative is responsible for growing a client base and will increase sales revenue through new business development.

Are you...

- Someone who is comfortable making cold calls in person and on the phone.
- A motivated, self starter
- Thrive in approaching new challenges with a sense of urgency
- Able to create proposals for prospective advertisers through compelling business cases
- Good at assisting clients in the best marketing strategy to grow their business
- Comfortable with a fast paced, deadline oriented environment
- Excited to work on commission

Required Skills

- A very strong work ethic and ability to work independently
- Passion and Drive to succeed
- Personality plus to build new and lasting relationships
- Strong written and verbal communication skills
- Solid time-management and organizational skills
- A reliable vehicle
- Strong sales, presentation and telephone skills
- A tremendous drive for results
- Strong organizational skills with the ability to multi-task
- Fluency in Mandarin, Cantonese & English would be an asset

Please email resumes to mbarville@yrmg.com
no later than June 30th, 2010

Metroland is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. No telephone calls please. All resumes will be kept on file for future consideration.

CHARTWELL
SENIORS HOUSING REIT

Office Manager

Rouge Valley Retirement Residence, MARKHAM

Bring your 2 to 3 years of related experience and sound knowledge of MS Office and Excel to this challenging position. A highly organized, energetic and motivated individual with excellent customer service skills, you will prepare monthly resident billings and financial reports, record census, process and complete payroll, administer and maintain petty cash, and perform general reception/concierge duties.

Please fax or e-mail your resume, in confidence, to Ms. Vida Proctor, General Manager, at 905-472-3760 or vproctor@chartwellreit.ca. To learn more, please visit www.chartwellreit.ca.

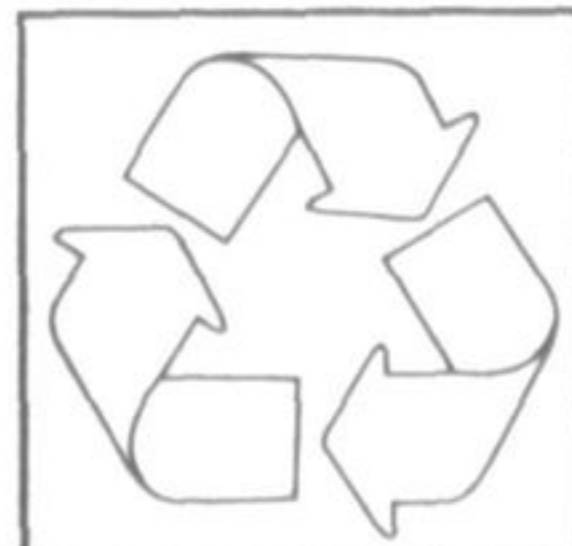
Thank you for your interest. Only candidates selected for an interview will be contacted. No phone calls, please.

Respect • Empathy • Service Excellence • Performance • Education • Commitment • Trust

525 Office Help

525 Office Help

Admin/Accounting-3 years accounting exp. Reconcile Bank statements. Efficient computer skills and working knowledge of Quickbooks or Simply Accounting is an asset. Markham Area.
Contact:
accounting@mindtechschools.com



P/T OFFICE ADMINISTRATOR/ ACCOUNTING CLERK

Charterhall Management Group Ltd. is a family owned commercial real estate company looking for an individual for the following office administrative, secretarial & junior accounting duties:

- General reception, secretarial and office administration duties
- Process mail • Ledger posting/payroll administration
- HST filings
- Enter and code all invoices (Quickbooks) by profit centre
- Deposit to various bank accounts, communicating receipts to accounting staff.
- Liaise with suppliers in regards to timing and processes for A/P
- Maintain payables files and other corporate and property info.
- Implement cheque writing processes

The Successful candidate will demonstrate previous relevant work experience and the following skills:

- Motivated and professional self starter
- Excellent organization/communication skills
- Works well with little supervision
- Intermediate computer skills-Microsoft Office, Quickbooks (or similar accounting software), Internet, able to create and modify leasing flyers/brochures.

Tuesday-Thursday 9am - 5pm

\$18.00 - \$20.00 / hour based on experience

To apply please submit your resume to:

employment@charterhall.ca no later than July 4, 2010

MASS ELECTRONICS
FRENCH BILINGUAL
CLIENT CARE REPRESENTATIVE/ SERVICE ADVISOR

We are currently seeking to fill a full time position in our **CLIENT CARE DEPARTMENT**. Auto parts accessory knowledge and customer service experience an asset. The position offers a competitive salary and a comprehensive benefit package.

To explore this opportunity please send a resume via fax or email.

Fax 905-764-7476

Attn Human Resources

email: hr@mass.ca

525 Office Help

525 Office Help

P/T Medical Admin Assistant
Required 20+ hours per week. Must be proficient with MS Word, Excel, Outlook, Internet. Fluent English. Typing 60 wpm.

Occupational Therapist & Physiotherapist - Part Time
3 to 5 years experience with ABI and acute care. Treating clients in GTA & outwards.

Located on Hwy #7 @
Durham-York Town Line
Must have own transportation.

Fax resume to (905) 471-9799

Admin/Accounting-3 years accounting exp. Reconcile Bank statements. Efficient computer skills and working knowledge of Quickbooks or Simply Accounting is an asset. Markham Area.
Contact:
accounting@mindtechschools.com

LEGAL RECEPTIONIST
Graduate of Office Administration (Legal) Course, personal injury and insurance law firm, Highway 7 and Leslie, Malach + Fidler.
Forward resume to
sthorpe@malach-fidler.com

530 Sales Help & Agents

SALES HELP
required for a furniture retailer, for Sundays. Knowledge of solid wood furniture and sales experience an asset.
Reply to jack@woodcraft.ca

530 Sales Help & Agents

Stouffville Hyundai

Stouffville Hyundai, a brand new state of the art Hyundai dealership located at Hwy. 48 and Stouffville Rd. is currently accepting applications for its August opening and is seeking the following customer focused automotive professionals:

- Assistant Controller
- Sales Professionals
- Service Advisor
- FT & PT Receptionist
- Parts Counterperson
- Technicians
- Lot Attendant
- Accounting Assistant
- New & Used Sales Manger
- Service Manager/Advisor
- Lube Technician
- Parts Manager
- Apprentices
- Clean-up Crew

Please forward your resume via email to stephanie@zagauto.ca or fax 905 851-6344

No phone calls please.



530 Sales Help & Agents

FAIRLAND LANDSCAPING
has **Seasonal/ Summer Sales** Opportunities **STUDENTS WELCOME!**
905-284-0171

535 Hospital, Medical, Dental

ASSOCIATE DIRECTOR OF CARE, R.N.
and **Part Time Evening Laundry Aide** needed for Bloomington Cove LTC Centre
Fax resumes to: 905-640-0995

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental

CERTIFIED DENTAL ASSISTANT
Our patients are very important to us so we are looking for a CDA who will fit in well with our cheerful, professional team. We need someone **Tuesdays & Thursdays**.

If you're the kind of person who gives more than is asked for, and is looking for a family atmosphere at work, please fax your resume to Dr. Filgiano: 905-294-8733

Experienced Full Time Level II Dental Assistant required for progressive office in Markham **immediately**. Ideal candidate will be motivated & organized with a fun personality. Excellent English required.
Please email: markhamclinic@gmail.com or call 905-471-2967 for more info.

530 Sales Help & Agents

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