

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

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WE HAVE EMPLOYERS WITH JOBS!

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RESUME & COVER LETTER HELP

DAILY JOB POSTINGS FOR YORK REGION & GTA

INTERVIEW TIPS & MORE

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CALL 905.640.2352 VISIT www.yorkworks.ca

Yorkworks employment services
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This Employment Ontario project, program, or service is funded in part by the Government of Canada.

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WEB WRITERS WANTED

Metroland Media's Digital Video Group seeks talented freelance writers to create compelling, original web content on a variety of topics.

Writers will work with clients to develop engaging and informative blog posts to attract and inform online readers.

Successful candidates will possess strong written and verbal communication skills, as well as the ability to produce clean, quality content on tight deadlines.

Experience writing for the web and an understanding of web content strategies would be assets.

Interested and qualified candidates should forward resumes, writing samples and cover letters detailing subject areas of interest and expertise by June 1st to:
Erin Smyth at esmyth@yrmg.com

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ACCOUNTANT

Busy Home Builder/Land Developer's Office requires an experienced accountant for an 18 month contract. Please email resume with salary expectations
tara@macphersonbuilders.com

Full time CSR
French as asset. Leading footwear distribution company located at Sheppard & Dufferin. 3-5yrs office.
Email resume: **tonycurtis@idirect.com**
or call 416-224-0500
www.employmentinfashion.com

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Reporter - Full time
Editorial - York Region Media Group

The Aurora Banner has an immediate opening for a full-time reporter with experience covering hard news, including municipal council, as well as writing features.

Requirements include:

- a diploma from a recognized school of journalism;
- a minimum of three years of experience reporting at a community newspaper;
- strong reporting and writing skills;
- proven ability to generate story ideas;
- the ability to meet deadlines for a paper that publishes three times a week and posts news to its website daily.

The successful candidate will demonstrate strong news judgment and be passionate about digging up stories that matter.

Familiarity with issues affecting Aurora and York Region will be considered an asset.

Some evening and weekend work is required.

Send your resume and writing samples by June 2nd 2011 to:
Ted McFadden, Editor,
The Newmarket Era
tmcfadden@yrmg.com

Expedia®
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Stouffville Location Coming Soon!!!

Career Opportunities Available
For the right individuals to enter the exciting Travel Industry

We offer the flexibility to work in the office or from home

Complete training provided.
Experienced Travel Agents welcome

For more information join us at our **Discovery Night**
on Thursday, June 2nd at 7:00pm at
6380 Main Street, Unit 10
Please RSVP
Stouffville@cruiseshipcenters.com
or phone (905) 642-2500

525 Office Help
525 Office Help

metcon
SALTS & TECHNOLOGIES

ADMINISTRATIVE ASSISTANT

Responsibilities: including:

- Assist with Logistics and Distribution
- Data entry for job costing
- Day-to-day invoicing
- Data entry for update of project meetings
- Inventory Control
- Purchase orders

Location: Concord office
Email: **Metcon@metconeng.com**
www.metconeng.com/careers

525 Office Help
525 Office Help

RECEPTIONIST/ADMIN. ASS'T
required for private investigation office in Markham. Must be proficient in all components of Microsoft Office, possess fast, accurate typing skills and dicta. Excellent spoken and written English a must. Flexibility and an ability to work in a fast paced environment is essential.

Please email resume to:
hr.naal@yahoo.ca

530 Sales Help & Agents
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Giles

Stouffville

Giles Chevrolet is family owned and operated dealership.

THE FUTURE LOOKS GREAT!

We require a Parts Consultant

Experience is an asset, but not a necessity.

Forward your qualifications:
Phone: 905-640-1610
Fax 905.640.8481
E-mail: rgiles@gileschev.ca

Be a part of the Giles team

535 Hospital, Medical, Dental
510 General Help

DENTAL ASSISTANT
Variable part-time, 1-3 days a week in Markham. Experience helpful.
Fax resume to: 905-294-3552

Experienced LANDSCAPE LABOURER
Full time
\$13-\$14/hour
Call **416-568-2576**

540 Hotel Restaurant
540 Hotel Restaurant

TEAM Tim Hortons

Family Achievement Integrity Respect

MANAGEMENT TEAM MEMBER
Stouffville and Uxbridge, Ontario

We are looking to add to our existing management team. This individual will work as a member of our management team to ensure the highest level of customer service.

Qualifications Include:

- 1-2 years food service experience
- Strong communication and leadership skills
- Excellent knowledge of Tim Horton products and procedures
- Demonstrated customer service experience and Computer proficiency

Interested applicants may email a resume to
TimHortonsStouffville@hotmail.ca.
Qualified applicants only will be contacted
We thank you in advance for your interest.

510 General Help
510 General Help

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PARTTIME BINDERY PERSON
Required approximately 10 - 12 hours per week
Rate negotiable

Physical Capabilities: Repetitive tasks, Physically demanding, Manual dexterity, Attention to detail, Hand-eye co-ordination, Standing for duration of shift.

Equipment: Cutter, Folder, Stitcher, Collater, trimmer, adhesive binder.

Skills: Set up and operate the folder and cutter, may be required to do some mail prep.

Hours: Hours are flexible.

Languages: Speak English, Read English, Write English

Located: Aurora Printing Company

Apply by email only to:
dandrews@yrmg.com

Only successful candidate will be contacted.

510 General Help

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Canada's Authority on Grounds Care
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Year round and seasonal opportunities for York Region & Scarborough area.

- Landscape Maintenance Personnel**
- Construction Personnel** with knowledge of planting trees, shrubs and flowers.

Candidates must be customer oriented, energetic and reliable with G License & a clean driving record.

Please fax your resume to: **416-291-6792**
Email: nenoc@clintar.com
or call **416-291-1611 ext 225**

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Butler Disposal Services
We have immediate positions available for:

- Licensed Truck Mechanic**
Experience in the Waste Industry an asset.
- Roll Off Drivers & Front End Driver**

We are a family run business in Stouffville offering competitive wages and benefits.

Fax or Email Resume to:
905-640-9232 or 905-642-6977
Email: jeffwillis@look.ca

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Paid training ~ Paid mileage
Weekly paychecks
Weekdays only
Family atmosphere - Car required
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required for financial service co.
Languages: English & Hindi/ Punjabi/ Tamil/Gujrati
Guaranteed salary+ bonus
Resume to:
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tel: 905-471-5353
or fax
905-471-5451

LANDSCAPE Foreman/Driver
Landscape Foreman/Driver - Landscape construction company located in Markham. Must have 3-5 years exp. ability to read plans and manage a crew. Clean abstract, and able to drive a standard truck required. Chuck
416-771-1635

ROOF Estimator/Coordinator
Large roofing contractor in Stouffville seeks to hire experienced flat roofing estimator/coordinator (7 yrs). Prepare roof estimates of material and costs based upon drawings & plans to provide quotations. Fax (905)640-7352. Attn: Controller or Email john@trudeandsons.com

ROOFING Service Technician
Large roofing contractor in Stouffville looking for highly motivated & organized person to fill the position of Service Technician. Solving & fixing cosmetic problems on roofs & carrying out quality control. Fax (905)640-7352 or Email john@trudeandsons.com

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