

505 Careers

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529 Inside Sales

545 Teaching Opportunities

545 Teaching Opportunities

510 General Help

510 General Help

102 Open Houses



**Specialist, Applications Support**

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.

Reporting to the Business Solutions Administrator, you will be responsible to provide administration and technical support for corporate applications including installation, testing, troubleshooting, logging tickets, updating issues and follow-up for third party support; documentation of application amendment/updates, execution of plans and deployment of apps/upgrades; MSI package creation and deployment; maintenance and documentation of application license inventory; third level help desk support for issues relating to hardware, telecommunications and networking as required.

You possess a degree in Computer Sciences, Information Technology or related degree; Microsoft Certified Professional Designation and three years demonstrated experience supporting/maintaining specialized application software for financial systems and various corporate applications and network technologies; demonstrated experience supporting Windows XP/7, .ERSI, AutoCAD, CityView, Class, Vadim, Citation, RAC, InfoHR, Adobe, Microsoft SharePoint and Microsoft Office; two years of demonstrated experience with software automation, distribution and deployment processes, and MSI application tools; demonstrated experience with supporting applications running on SQL server (2005/2008), as well as client software and hardware installations for new applications and system analysis; the ability to communicate technical concepts and requirements into non-technical terms, availability to work overtime and flexible hours; and a driver's licence and a reliable vehicle to use on corporate business.

If you are interested in joining our dedicated team of municipal professionals, please forward your resume to: Human Resources, Town of Aurora, 100 John West Way, Box 1000, Aurora, ON, L4G 6J1 or email to: [hr@aurora.ca](mailto:hr@aurora.ca) by June 15, 2011

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 June 30, 2011.

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525 Office Help

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**CSL**  
**ADMINISTRATIVE OFFICE ASSISTANT**  
For Payables/ Receivables Word/ Excel Experience necessary and other administrative duties. Excellent English communication skills. 407 & Dufferin  
Fax Resume 905-669-6080  
Email: [jvancamp@comswgr.com](mailto:jvancamp@comswgr.com)

**Stouffville TOYOTA**  
Requires Part-time RECEPTIONIST  
Monday & Wednesday- 4:00pm-9:00pm  
Saturdays - 8:30am-6:00pm  
Candidates should possess strong communication skills and a great attitude. Previous experience an asset.  
Apply in person or email: [paul@stouffvilletoyota.net](mailto:paul@stouffvilletoyota.net)

525 Office Help

525 Office Help

**Administrative/Accounting Assistant**  
Local Construction Company  
Has a position available immediately  
Experience Required  
Please Fax Resume To 905-888-4968

**LEGAL ASSISTANT**  
Mid-size law firm in the City of Vaughan seeks a dynamic legal assistant to work in the Municipal and Land Use Planning Department.  
The successful applicant will have excellent interpersonal and organizational skills, will communicate effectively orally and in writing and be able to meet tight deadlines. Experience in land use planning matters considered an asset. A working knowledge of Microsoft programs including Word, Excel and Outlook is required.  
E-mail resumes and salary expectations to [jobs@bratty.com](mailto:jobs@bratty.com)

**metcon**  
**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](mailto:Metcon@metconeng.com)  
[www.metconeng.com/careers](http://www.metconeng.com/careers)

530 Sales Help & Agents

530 Sales Help & Agents

**Start your Sales Career!**  
We are looking to add to our MINI Markham Sales Team.  
Automotive experience a plus but not a must. Willingness to learn and be part of a progressive brand with a positive attitude. Those who are proven will have opportunities to grow within the Town + Country group on our other sales floors. Customer Service is a must. Stability and long term goals to be a top performer an asset.  
Email resumes to [careers@minimarkham.com](mailto:careers@minimarkham.com)

510 General Help

510 General Help

**Advanced Tent Rental**  
has immediate openings for day shift/afternoon shift.  
**TENT INSTALLERS & WAREHOUSE WORKERS.**  
No experience necessary.  
Email resumes: [matt@advancedtent.com](mailto:matt@advancedtent.com) or fax: (905) 660-7425

**INSIDE SALES**

Full/Part-time Exp. Excellent communication skills a must!  
**Salary + Bonus**  
Hwy #7 & Leslie (905)764-1951 ext. 241

535 Hospital, Medical, Dental

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

540 Hotel Restaurant

**PART TIME DISHWASHER and KITCHEN HELP**  
Please call 905-471-8518

510 General Help

**LOCAL HELPER FOR METICULOUS Cleaning Business**  
Must be reliable, have own vehicle.  
905-715-6856  
[callshir@gmail.com](mailto:callshir@gmail.com)

**Classified Hotline:**  
(800) 743-3353

510 General Help

**THE PIANO STUDIO**

Is seeking Piano, Vocal, Guitar & Flute Instructors for September 2011. Offering excellent salary plus bonuses. Successful applicants will be enthusiastic, professional and career-oriented. Experience an asset.  
Send resumes to: [jeanne@thepianostudio.com](mailto:jeanne@thepianostudio.com) or drop off at 69 Davis Drive, Newmarket

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.

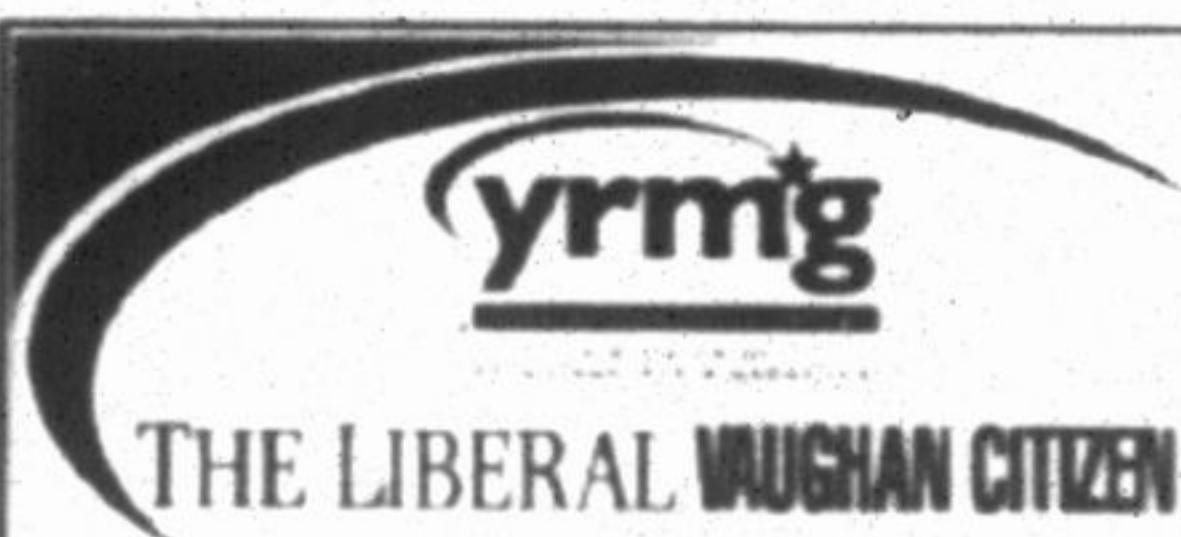
**Hours:** Hours are flexible.

**Languages:** Speak English, Read English, Write English

**Located:** Aurora Printing Company

Apply by email only to: [dandrews@yrmg.com](mailto:dandrews@yrmg.com)

Only successful candidate will be contacted



**GREAT SUMMER JOB**

Door to door delivery  
Great for kids, stay at home parents and seniors  
Call now to find out availability in your area!  
905-294-8244  
Markham ext. 236  
Stouffville ext. 306

510 General Help

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**NEW TOOL RENTAL STORE IN NEWMARKET/AURORA AREA REQUIRES**

- 1. RENTAL STORE MANAGER**
  - Team Leader
  - Oversee operations
  - Prepares rental forms and contracts
- 2. COUNTER SALES ASSISTANT**
  - To rent equipment
  - To answer phones and receive orders
  - Assist customers with loading and unloading
  - Resolve customer problems
- 3. MECHANICALLY INCLINED HANDYPERSON**
  - For servicing and maintaining equipment

Reply in confidence with resume giving education and job history to: [new.rental.store@gmail.com](mailto:new.rental.store@gmail.com)

**Clinton**  
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: [neno@clintar.com](mailto:neno@clintar.com)  
or call 416-291-1611 ext 225

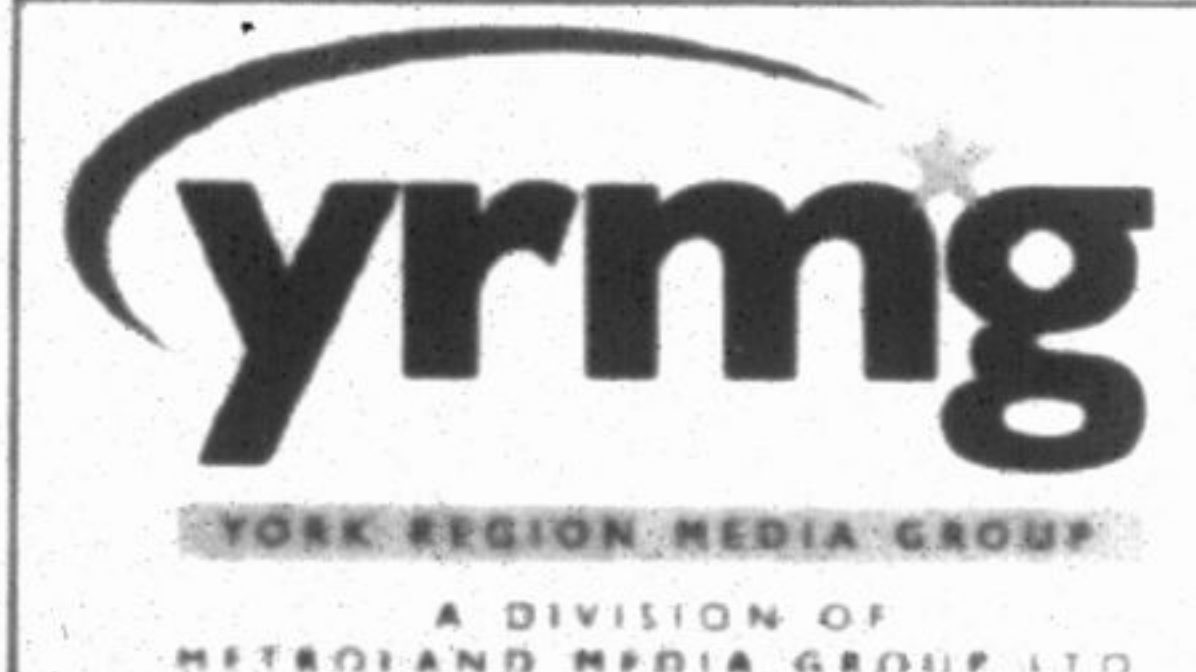
**RICHTERS HERBS**

Currently looking for  
**Retail manager**  
(previous experience necessary)  
**Retail store clerk**  
Both are full time positions and available immediately. Various shifts including week ends.  
please visit [www.richters.com](http://www.richters.com) or email resume to [sp@richters.com](mailto:sp@richters.com)

**HOMEWORKERS NEEDED!!!**

F/T & P/T Positions Available Will Train  
On-Line Data Entry, Typing Work, E-mail Reading, Homemakers, Assembling Products.  
**HURRY, SPOTS GO FAST!**  
[www.Work-JobsAtHome.com](http://www.Work-JobsAtHome.com)

**LABOURER** We are looking for Seasonal Labourers for our properties located in the Vaughan and Mississauga area. These are temporary full time position for our 2011 season starting in April and ending in November. Send resume to: [resume@ccat.on.ca](mailto:resume@ccat.on.ca)



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Phone lines open Monday-Friday  
8:30 am to 5:30 pm

Newmarket..... 905-853-2527  
Richmond Hill..... 905-884-1105  
Toronto Line..... 416-798-7284  
Toll Free..... 1-800-743-3353

**OPEN House** Saturday June 4th, 1-6pm 48 Fern-dell Circle Unionville (Bndle Trail) 4 bedroom 4 washrooms, finished basement

130 Housing Wanted

**CONDO** Wanted- 25 or 55 Austin Drive Unionville 2 bedrooms 2 bathrooms Private Please call 905-294-1653

145 Industrial/Comm. Space

**GARAGE** Ideal for mechanic/body shop 15902 McCowan Rd. IN of Aurora (Srd) 1200sq ft with electrical heating washroom well insulated electric garage door Lots of parking \$750 month Tony (416)524-6636

150 Office/Business Space

Stouffville Woodbine approx 800sq ft office or store for rent \$800 month Call Andrew 416 508-4190

160 Business Opportunities

**WORK** From Home: Looking for self-motivated people to teach online. Flexible hours, free training, great income and real support. [www.ecosoul.ca](http://www.ecosoul.ca)

165 Mortgage Loans

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Igotamortgage Inc #10921  
[www.igotamortgage.ca](http://www.igotamortgage.ca)

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**FREE** mortgage consultation Call Now! 416-849-2225 Brokerage #11028

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170 Apartments & Flats For Rent

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**CORNELL** Coach House 2 bdrm July 1st Washer-dryer central air 1 parking spot No smoking pets \$1,200 inclusive 416-301-6745

**CORNELL** Coach House 2 bedroom apartment Appliances no smoking pets \$1,250 inclusive Sats single 905-554-4554