

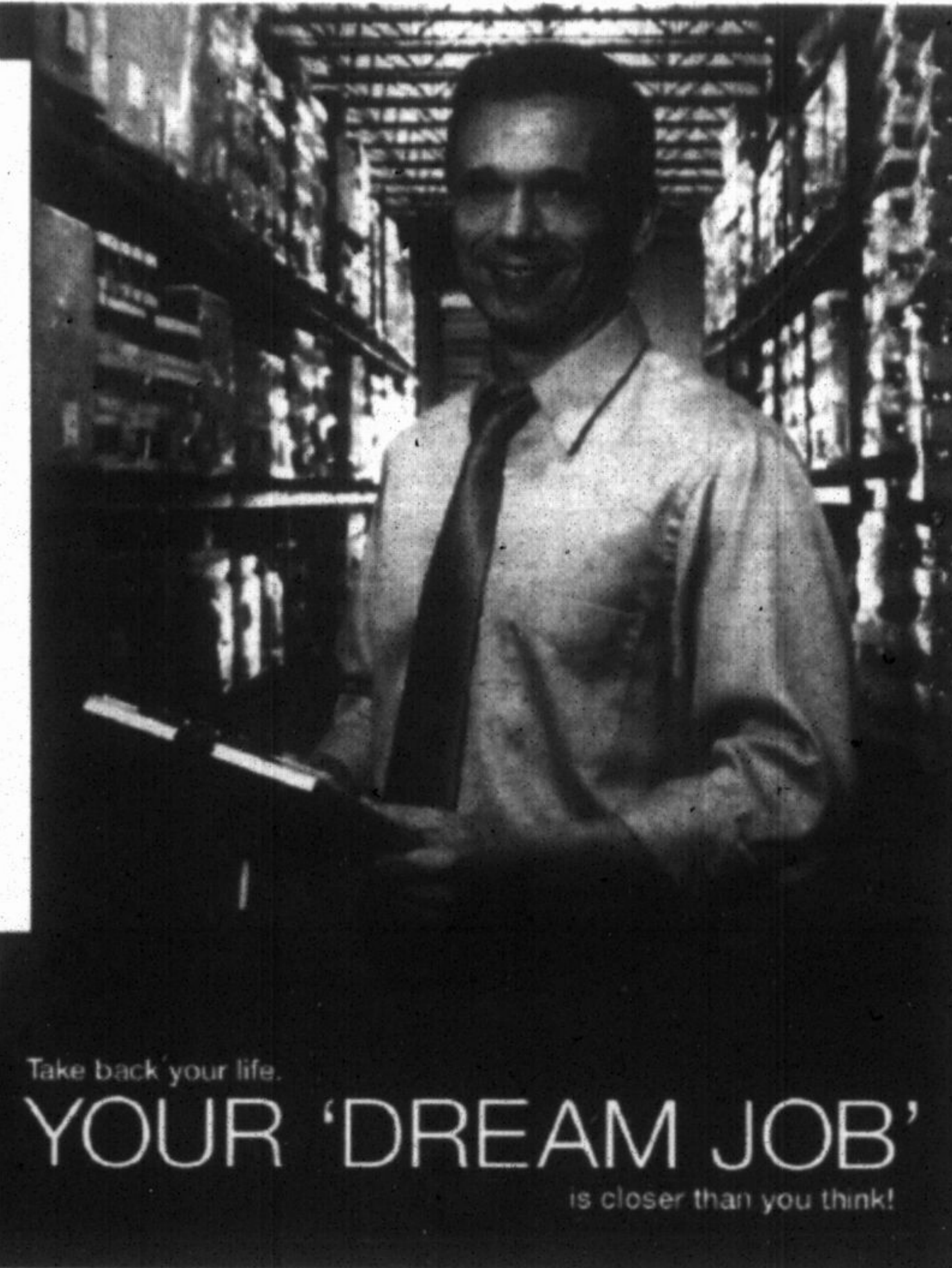
# LocalWork.ca

YOUR BEST SOURCE FOR LOCAL JOBS

LocalWork.ca is more than just a job board. We're the premier source for local job opportunities in Ontario's heartland. We don't just provide job listings, we put you in control of your job search with an array of job search features and tools.

On LocalWork.ca you'll find exact match search results and be able to search by job type, city and distance from your home. You can also create multiple profiles and upload resumes, set job alert notifications & saved searches and apply to jobs directly from the site.

LocalWork.ca puts the power to manage your job search into your hands - After all, the most important 'Free Agent' on the market is you!



Take back your life.  
**YOUR 'DREAM JOB'**  
is closer than you think!

LocalWork.ca is operated by Metroland Media Group Ltd. and is supported by over 100 newspapers and websites across Ontario. You could call us recruitment experts!

# Lifenews.ca

**Just Married!**



What's your  
**Celebration?**  
Post it  
**Now!**

## Stouffville Sun-Tribune

## YourClassifieds.ca AND CAREERS

**Our phone lines are open:**

Monday - Friday 8:30am-5:30pm  
905-853-2527 or 416-798-7284

Place your Classified ad 24 hours a day, 7 days a week

Log onto [www.yorkregion.com](http://www.yorkregion.com) and click on **your classifieds**

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**gottarent.com**  
Find a place to rent

**HomeFinder.ca**  
Find a place to call home

**Lifenews.ca**

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**DailyWebTV.com**

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**THE LONGER YOUR JOB SEARCH TAKES YOU...  
THE MORE IT COSTS YOU!**

**WE WILL GET YOU EMPLOYED!**

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**EXECUTIVE ASSISTANT  
to the  
Chief Executive Officer  
Full Time**

Reporting directly to the Chief Executive Officer, the Executive Assistant is responsible for supporting the administrative and executive processes of the Unionville Home Society's affiliated corporations and for ensuring the CEO's office operates in an effective and well organized manner. The Executive Assistant acts as the principal contact for those in communication with the CEO's office. The Executive Assistant is results oriented, manages highly confidential information and is required to work independently.

**Key competencies:**

- Organizational skills
- Interpersonal skills
- Team Player
- Problem-solving
- Intuition and good judgment
- Flexibility

**Education:**

- Post secondary degree or diploma or degree from a recognized community college or university

**Knowledge, skills and abilities:**

- Governance experience (working with Boards)
- Excellent computer literacy, excel and power point
- Excellent written and verbal communication skills with proven ability to create and format business documents, manage data and corporate documentation
- Ability to work flexible hours

Please contact Lynn Harrison at 905-477-2822

## School Bus Drivers REQUIRED IMMEDIATELY FOR SEPTEMBER

This is the best time to get approved and trained (ahead of the usual summer rush). You may get some valuable experience now then you can enjoy your summer off and start your new route in September.

You will be able to supplement your income with a steady, secure, part-time route with Canada's largest school bus company. If you're retired, self-employed or a stay-at-home caregiver this could be perfect for you. Our free and comprehensive training will help transfer your good driving skills from a car to a bus.

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