



# YourClassifieds.ca

call: 1-800-743-3353

Business & Telephone Hours: Monday - Friday, 8:30 am - 5:00 pm

fax: 1-905-853-1765

www.yorkregion.com



Stouffville  
**Sun-Tribune**

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

**LifeNews.ca**

**LocalWork**  
2014 WEST COAST LOCAL AD AWARD

**WORKOPOLIS**

Adjustments: Every effort is made to ensure the accuracy of your ad. Please check your ad on the first insertion. For multiple insertions of the same ad, credit will be made only for the first insertion. Credit given for errors in connection with production or ads is limited to the printed space involved. Cancellations must be made by 2 p.m. one business day prior to publication date. Cancellations must be made by telephone. Do not fax or e-mail cancellations.

Careers

Careers

Careers

Careers

Careers

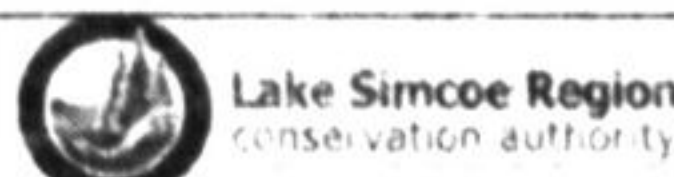
Careers

Careers

Professional

Professional

Office/  
Administration



The Lake Simcoe Region Conservation Authority (LSRCA) is seeking an:

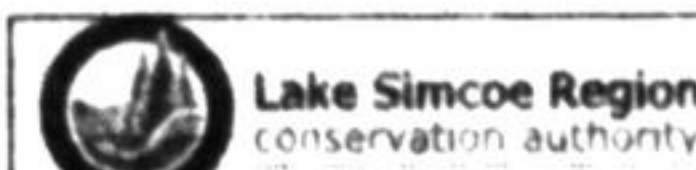
**Administrative Assistant, Regulations**  
Full Time Opportunity, Newmarket, Ontario  
\$46,565 - \$54,475 annually

Reporting directly to the Manager, Planning, Regulations & Enforcement you will provide administrative support to the Manager and other members within the Department. Your responsibilities will include: providing administrative support to the Manager and other members of the department including scheduling meetings, preparing correspondence, reports, permits, statistical summaries, presentations, agendas, taking meeting notes, filing, archiving and records management. Additionally, you will also provide scheduled reception relief on behalf of LSRCA.

You will possess a post-secondary education in Business Administration or related field; with a minimum of two years related experience, be proficient in Microsoft applications (Word, Excel, PowerPoint, Outlook) and, knowledge of SharePoint an asset. Reception experience a must and you must have effective organizational, time management and decision making skills with strong attention to detail in combination with exceptional customer service skills and the ability to prepare agendas, record, transcribe and distribute departmental meeting notes.

For further details please visit [www.lsrca.on.ca](http://www.lsrca.on.ca). Please forward resumé and covering letter to LSRCA's Human Resources, referencing competition #32-2014, by September 5, 2014 to [careers@LSRCA.on.ca](mailto:careers@LSRCA.on.ca).

LSRCA is an equal opportunity employer. We thank all applicants for their interest in LSRCA; however, only those candidates selected for an interview will be contacted.



The Lake Simcoe Region Conservation Authority (LSRCA) is seeking an:

**Environmental Regulations - Customer Service Analyst**  
Full Time Opportunity, Newmarket, Ontario  
\$58,960 - \$68,975 annually

Reporting to the Manager - Planning, Regulations & Enforcement, you will support the planning and regulations team by being the first point of contact with the general public in person or via the telephone related to the application process under Ontario Regulation 179/06. Your responsibilities will include: providing advice to the public regarding the Regulation, the application process, and the LSRCA's Watershed Development Guidelines. Additionally you will process legal and real estate inquiries and provide written/verbal responses to inquiries made under Ontario Regulation 179/06 for development proposals throughout the watershed.

You will possess a post-secondary education in Environmental Sciences, Geography, Resource Management or other related fields with a minimum of three years' experience. Knowledge of Section 28 of the Conservation Authorities Act and Ontario Regulation 179/06 is a definite asset, as is experience with municipalities or other government agencies. Strong customer service skills focusing on negotiation and mediation capabilities in addition to handling sensitive issues in a respectful and professional manner is an absolute must.

For further details please visit [www.lsrca.on.ca](http://www.lsrca.on.ca). Please forward resumé and covering letter to LSRCA's Human Resources, referencing competition #33-2014, by September 5, 2014 to [careers@LSRCA.on.ca](mailto:careers@LSRCA.on.ca).

LSRCA is an equal opportunity employer. We thank all applicants for their interest in LSRCA; however, only those candidates selected for an interview will be contacted.

## PRODUCTION OPERATORS \$13.50/hr

The Toronto Star, Canada's largest daily newspaper, is currently looking for **Temporary Part-Time Production Operators** to work at our Vaughan Press Centre. Come join this team-based environment at our 24/7 printing facility.

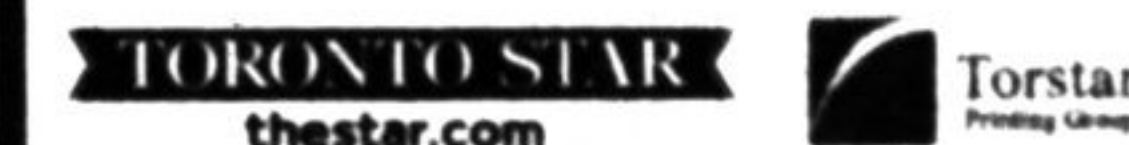
This position is an entry-level, general labour position that involves the physical handling of the newspaper and related advertising supplements.

### Requirements:

- Motivated self-starter willing to work in a fast-paced environment performing repetitive tasks.
- Must be able to lift up to 35lbs and stand for extended periods of time.
- Ability to work cooperatively in a diverse, team-based environment.
- Demonstrated on-the-job reliability and dependability.
- Excellent communication skills and detail-oriented.
- Completion of high school.

This part-time position has a variety of shifts available 24 hours, 7 days a week. If you are interested in this position, please send your resume to [mro@thestar.ca](mailto:mro@thestar.ca). Please include, "Mailing Room Operator" in the subject line of your email.

We thank all applicants, however, only those candidates selected for an interview will be contacted.



## Sales Assistant - 1 year contract position

Dovetail Communications Inc. is looking for a highly organized, outgoing, customer service oriented Sales Assistant. Duties include: maintaining sales tools, prospecting for sales leads, and other administrative duties as required. Candidates with experience in a similar position, as well as high attention to detail, good telephone manner, excellent problem solving skills and superior MS Office skills will be given priority. Potential for growth and recognition. Great environment. Located at Hwy 7/404.

Please send cover letter and resume to:  
[Robertad@dvetail.com](mailto:Robertad@dvetail.com)

[www.yorkregion.com](http://www.yorkregion.com)

Technical/  
Skilled Trades

Technical/  
Skilled Trades

Technical/  
Skilled Trades

Technical/  
Skilled Trades

## 2 HEAVY EQUIPMENT OPERATORS

- Must have 5 years experience in commercial construction as an operator.
- Ability to safely operate dozer and excavator.
- Site grading and sewer water main work.
- Experience in grades and blueprints a must.
- Salary commensurate with experience.
- Safety and cleanliness a must. Valid drivers licence required.

Please email: [operatorneededasap@gmail.com](mailto:operatorneededasap@gmail.com)

Drivers

**MINI VAN** School Bus Driver for school, student transportation purposes. Local Markham and Stouffville residents required. Job starts Sept 2014. If interested please inquire, call: (416) 678-7838 or (416)678-7838

Technical/  
Skilled Trades

## Diesel Mechanic

Great Pay / Benefits.  
310T Certified Mechanic  
Stock Transportation - Gormley  
24 Cardico Drive,  
Gormley, ON L0H 1G0  
905-888-1938  
www.  
stocktransportation.com

buy...  
sell...  
rent...  
post...

Do it all in the  
classifieds.

Call 1-800  
743-3353  
to plan your advertising  
campaign today!

**Sun-Tribune**

## EUROSPEC

We are a leading manufacturer of tooling, stamped parts and assemblies for the automotive industry. We are looking for committed and experienced individuals who enjoy the diversity and challenge of the following positions:

### Trainee Press Operators (Continental nights shift)

The ideal candidate should have a minimum of one year working experience preferably in a stamping environment and has some previous experience of using inspection gauges and measuring equipment. This individual must be a team player and be capable of quickly working independently.

After training, the Press Operators will be responsible to set up and run a variety of progressive dies in our 300 to 800 ton presses. You will be responsible for the quality of the parts you produce while working within our standard requirements.

Conveniently located at the 404 and Davis Drive junction, we offer a competitive salary, along with a good benefits package and profit sharing. If you are interested in joining our team, please forward your resume with salary expectations to:

Human Resources Department  
130 Harry Walker Parkway  
Newmarket, Ontario  
L3Y 7B2  
Fax (905) 898-0851  
Email: [hr@eurospectooling.com](mailto:hr@eurospectooling.com)  
No phone calls please.

Office/  
Administration

Office/  
Administration

## Stouffville TOYOTA

requires

**Part-time Receptionist**  
2 Weeknights 5pm-9pm &  
every other Saturday 8:30am- 6pm

Candidates should possess strong communication skills, a great attitude as well as be detail-oriented & a multi-tasker. Major responsibilities: greet customers & visitors, answer incoming calls, house-keeping of reception and customer lounge. Various administration tasks. Previous experience an asset.

Please email resumes to:  
[careers@stouffvilletoyota.ca](mailto:careers@stouffvilletoyota.ca)

Busy engineering company near Woodbine & HWY 7 requires:

### PART-TIME OFFICE HELP

Must be fluent in English, experienced with Word Processing, and have organizational skills. Experience working in an engineering office is preferred.

Please contact:  
[vad@vadsteel.com](mailto:vad@vadsteel.com)

### Office Administrator Position Available

Local dance studio looking for an administrator weekdays from 2-9pm. Previous office experience required.

Please send resume to:  
[jacqueline@mainstreetdance.ca](mailto:jacqueline@mainstreetdance.ca)

Check Out: [autocatch.com](http://autocatch.com)

### Career Development

**INTERIOR HEAVY EQUIPMENT OPERATOR SCHOOL.** No Simulators. In-the-seat training. Real world tasks. Weekly start dates. Job board! Funding options. Sign up online! [theschool.com](http://theschool.com)  
1-866-399-3853

