CLASSIFIEDS

HOW TO BOOK YOUR CLASSIFIED AD...

BY PHONE Call 668-6111. Ads placed by **Monday at noon** will be published that Wednesday. Prepay by 5 pm to save money! Or, prepay with your VISA card when placing the ad.

BY FAX Fax your ad to us at 668-0594. Please ensure you provide all pertinent information, and a number where we can reach you, if necessary.

BY POST Mail your ad to: Whitby Free Press, Box 206, Whitby, Ontario, L1N 5S1. Ads should be mailed to arrive by Monday at noon. You can enclose your payment, or provide billing information.

IN PERSON We're open 9 am to 5 pm, Monday to Friday. Place your ad by Monday at noon for Wednesday publication. **We are located at 900 Hopkins Street, Whitby.**

CAREERS

CAREERS

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HELP WANTED

LEGAL EXECUTIVE OFFICE ASSISTANT

START IN MARCH

Pre Employment Readiness - *Plan your job success from day one.*

Keyboarding with WordPerfect - *Computers are used in all Typing Modules*

Machine Transcription - *Computers are used in all Transcription Modules*

Business Communication - *Memos, Letters, Reports*

Office Systems and Procedures - *Organizational skills and time management*

Bookkeeping and Financial Accounting - *Intro to Manual Accounting*

Computer Fundamentals - *Software Applications, Intro to Windows*

Windows Applications - *Microsoft Word, Microsoft Excel*

Electronic Spreadsheets - *Lotus 1.2.3*

Legal Terminology, Procedures and Transcription:

- *Law Office Practice and Procedures*
- *Wills and Estates*
- *Real Estate*
- *Corporate and Commercial Law*
- *Civil Litigation*
- *Family Law*
- *Principles of Canadian Law*

Job Search
Plan and prepare for job interviews.

Other Diploma Programs:
Computer Support and Applications • Business • Accounting • Dental • Hospitality • Secretarial • Medical

Toronto School of Business

Oshawa Campus - Oshawa Centre
723-1163

Pickering Campus
420-1344

BODY SHOP MANAGER REQUIRED

Experienced body shop manager required for busy General Motors dealership. Excellent renumerations and benefits packages available. Applicants with preferred insurance company experience would be an asset.

Contact **PETER SCHOEN** or **DON SWITZER** at **668-5846** for a confidential interview.

GUS BROWN PONTIAC BUICK LTD.
1201 Dundas St. E., Whitby

PEOPLE NEEDED to help others quit smoking. Full-time and part-time available. Please call Cindy at 905-665-1854.

DISC JOCKEY wanted with own sound system, music & transportation. Minimum 5 years wedding/mobile experience. Call 725-8141.

SALESMEN NOW hiring 16 positions open on the job training, own vehicle an asset. Call Whitby Chuck 430-8748, John 665-1168.

$40,000/YR. INCOME potential. Home Typists/PC users. Toll Free 1-800-898-9778 Ext. T-5365 for listings.

$35,000/YR. INCOME potential. Reading books. Toll Free 1-800-898-9778 Ext. R-5365 for details.

SEE THE WORLD! Cruise ship jobs: Hawaiian, Caribbean. $300-$900 weekly. Will train. Call 1-(504)-429-9225 ext. 113C10.

FULL-TIME/PART-TIME, flexible schedule. Easy work, no experience, earn $300-$500 weekly at home, guaranteed. Call 7 days. 1-504-641-7778, ext. 0142H8.

THE MUTUAL GROUP SEEKS a self-motivated individual with excellent people skills and an interest in achieving entrepreneurial independence. Complete training/benefits/financing programs available. Minimum 2 years full time working experience required. Also, minimum high school (preferably University degree) requested. Fax resume to: Pearson Lanes, 129 Byron St. N., Whitby ON L1N 4M8 (905) 668-2141.

EARN UP TO $550 a week - we need people to make jewellery (necklace, bracelet, earring). Job available coast to coast, from your home. No experience needed. Send a self-addressed stamped envelope to: Kevinchris Corp., 991 Matheson Blvd. E., Unit #5, ref. 139, Mississauga, Ontario, L4W 2V3.

BUSINESS OPPORTUNITIES

MAKE EXCELLENT PROFITS. Own your own profitable referral business! We pay you. We sell for you. Fast easy profits! Low minimum investment. Find out now! Call 1-800-294-6850 ext. D149. Free tell all report! Get yours today!

BUSINESS OPPORTUNITY own your own part-time business. Major network marketing company looking for part-time distributors, less than $200 to get started. Call Dave (905) 430-2478.

HOME BASED business offering long distance service up to 60% off within North America. No inventory, quotas, account collection. No selling. You may earn royalties for life. Call (905) 434-6503.

Classified word ads are $10.00
prepaid, includes tax, for 25 words or less

BUSINESS SERVICES

ACCOUNTING/BOOKKEEPING services- for your small business accounting needs and for computerized personal tax returns call LHK Business Services. CGA experienced. Laurie King, 430-0627.

RESUME TYPING on to 600 DPI laser printer, great selection of specialty papers. Call Speedy Business Centre (905) 668-0800 Whitby.

EDUCATIONAL SERVICES

Trent University
at Durham College
Summer 1996

Complete a Trent degree in Oshawa. Day or evening summer courses are offered in the following terms:

- **8 weeks: 29 April - 27 June**
- **12 weeks: 29 April - 29 July**
- **6 weeks: 2 July - 14 August**

For information or a brochure call:
(905) 723-9747 or (705) 748-1229

L'École Française
small adult classes in an informal but results-oriented environment

beginner to advanced courses designed to meet your needs
Reasonable rates

20 years teaching experience
Private instruction also available
Call Jacques at 666-0993

FAX YOUR AD! 668-0594

HELP WANTED

GIRLS WANTED from Ontario between 6 & 19 to compete in this years 1996 Toronto's pageants. Over $20,000 in prizes & scholarships. Call today 1-800-367-2125, ext. 236.

HELP WANTED

ALASKA JOBS! To $30,000, three months fishing salmon! Year round fishing: crab, halibut, herring. Construction, canneries, oil fields, more! Hiring now! 1-(504)-429-9223 ext. 113S10.

★★

DRIVERS

There's never been a better time to cross the border

Use your border crossing experience to experience a better driving career with J.B. Hunt Transport. We're America's largest stateside publicly owned truckload carrier, and we have outstanding opportunities for driving into the Eastern and Midwestern U.S. In addition to border crossing experience, you must have one year tractor trailer experience and a Class A Commercial Drivers License.

As a driver for JB Hunt, you'll:

- Be home every weekend at least 24 hours
- Enjoy starting pay of up to 34 cents per mile (Canadian currency) based on your experience
- Drive late model equipment with an average age of six months
- Drive an average 2500 miles per week, which means your high pay per mile actually amounts to great weekly pay.

Attend our career presentation and learn how you can become a part of one of America's fastest growing companies. Please bring relevant employment information.

Wednesday, March 13th
Meetings begin promptly at:
10AM, 12 PM, 2 PM, 4 PM, and 6 PM

QUALITY SUITES EAST
1700 CHAMPLAIN AVENUE
HIGHWAY 401, THICKSON ROAD EXIT
WHITBY, ONTARIO

Or, call:
1-800-2JB-HUNT
Equal Opportunity Employer

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