

# Employment

## Careers

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### THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE requires a CLERK'S ASSISTANT

The Corporation of the Township of Uxbridge is currently seeking qualified applications for the above position in the Clerk's Department.

Reporting directly to the Clerk, the Clerk's Assistant will provide effective and efficient secretarial and clerical support to the Clerk of the Municipality and be responsible for assisting in all phases of the Clerk's Department's responsibilities including the preparation of agendas and minutes for Council and Committee meetings. The Clerk's Assistant will be required to attend and record the minutes of all Council and Committee meetings. Attendance at evening meetings is a requirement.

Applicants should possess good interpersonal, organizational and time management skills as well as excellent typing and word processing, shorthand or speedwriting. Related experience in a municipal environment would be beneficial.

The position offers a 5 step salary range of \$22,180.00 to \$27,500.00, an overtime policy and an excellent employee benefit package. A complete job description is available upon request.

Please forward a detailed resume indicating experience, educational background and references to the undersigned by May 11th, 1990 to:

Alex J. Grant, M.C.I.P.  
Chief Administrative Officer  
20 Bascom Street, Box 190  
Uxbridge, Ontario  
L0C 1K0  
(416) 852-9181

NOTE: We thank all those persons who apply, but advise acknowledgement will only be forwarded to those applicants who are invited for an interview.

General Help 510

### GUARANTEED \$11 PER HOUR

WORK A MINIMUM OF 30 HRS PER WEEK  
Nationwide marketing firm requires outgoing, goal oriented individuals to work in a retail environment promoting our client's free service. Full training provided. We can offer you valuable experience in sales and marketing. Car an asset.

Call Miss Marks  
481-2300

### select

sandwich requires FULL TIME KITCHEN/COUNTER  
Help for a sandwich shop  
Apply in person to:  
600 Columbia Way  
(Off Allstate Parkway)  
Markham  
940-9119

### EXPERIENCED

### PAINTER/WALLPAPER HANGER

To start immediately

Please call  
Dave at  
640-3075 or  
640-4134 evenings

### Full or Part-Time Help Wanted on HORSE FARM

Stouffville area  
640-1490  
640-4143 (after 5 PM)

### HAIRSTYLIST

Wanted Full/part time

Good wages, commission and hours. Additional courses provided.

John  
642-0336

### HELPERS REQUIRED

Immediately for Renovation and Landscaping Company.  
887-1456

### JOHN VINCE FOODS

Now Hiring Full-Time CASHIERS  
Contact Emilio or Adam  
Phone 640-2676

## CAREER TRAINING

### "YOU CAN GET INTO THE WORK FORCE!"



Lynn Missingham

"I enrolled because of the time factor I needed to get back into the work force as soon as possible. Because I have been working for a long time, and can't afford to take a lot of time off. It's not a lot of theory. It's the basics. It's what you're going to have to know when you're out there applying what you learn."

### OVERALL JOB PLACEMENT 99%

Statistics based on 1989 Graduates eligible to work from the 5 Toronto Campuses

Job skill training for Success! It's a tough world out there, but we're going to help YOU make it!



#### TRAVEL & TOURISM

A great career doesn't have to be dead. You combine business with pleasure in this exciting field and our course includes on-campus C.R.T.



#### LEGAL/MEDICAL & EXEC. SECRETARY

You want a career that gives you PRIDE and puts you in contact with people who are respected. We'll teach you the SKILLS you need to command the HIGHEST wages.



#### WORD PROCESSING

This field grows LARGER as each day passes. Check the ads in this newspaper. Decide NOW to get a job that pays well & keeps you in DEMAND. Includes WORDPERFECT.



#### COMPUTER PROGRAMMING & SYSTEMS ANALYSIS

An exciting job world awaits the person properly trained in this high tech field. Let us help you make it in this rewarding profession.



#### BUSINESS ADMINISTRATION

You want to make it to the TOP in the fastest possible time. You want a CAREER, not just a job. We'll show you all the SKILLS you need to help make it happen. Marketing, Finance, Human Resources, Management, Economics, Business Law & Accounting.



#### MICRO-COMPUTER BUSINESS APPLICATIONS

Learn the latest in software packages, such as LOTUS, 1-2-3, dBase, Symphony, WordPerfect, dBase Accounting, Graphics and Telecommunications.



#### FASHION MERCHANDISING

Enter the exciting world of GLAMOUR. Our FASHION PROFESSIONALS teach you all the tricks of the trade. Enjoy a career that can give you EXECUTIVE STATUS.



#### ACCOUNTING & COMPUTERS

Never before has the NEED for people QUALIFIED in Accounting and Computers been greater. We give you the expertise necessary to be SUCCESSFUL in this dynamic field.



### EARN YOUR DIPLOMA IN 10 MONTHS OR LESS!!

- Financial assistance may be available if eligible
- Tax Deductible Tuition fees
- Small personal classes
- Job placement assistance
- Diploma & Cert. Course
- Help with your resume
- Job placement workshop (Teaches you how to get a job)
- Free lifetime refresher privileges
- Free personal interview
- Morn, Aft, Eve & Sat. classes
- Convenient class hours (allow you to work part time while attending school)

Seats still available for May classes  
Call for further information & FREE personal interview  
TORONTO SCHOOL OF BUSINESS

<b>NORTH YORK</b> 5629 Yonge Street 733-3480	<b>TORONTO SOUTH</b> 721 Yonge Street 733-3484	<b>TORONTO CENTRAL</b> 2434 Yonge Street 733-4596
<b>SCARBOROUGH</b> 2432 Eglinton Ave. E. 288-5333	<b>MISSISSAUGA</b> 165 Dupont St. W. 273-7706	<b>BRAMPTON</b> 389 Main St. N. 454-5932
<b>TORONTO WEST</b> 2323 Bloor St. W. 766-6015	<b>NEW! MARKHAM CAMPUS</b> 5694 HWY. #7 E. of McCowan 733-3430	

General Help 510

### DRIVERS CLASS DZ FEMALE/MALE RECYCLING OR WASTE COLLECTION

- Blue box pick-up & curbside sorting or residential waste collection.
- Competitive wages.
- Company paid benefit plan available.
- 5 day week.
- Steady employment.
- Current abstract required.

Please call or apply in person at:  
Miller Waste Systems  
505 Miller Ave.  
Markham, Ontario  
475-6660 ext. 150



General Help 510

## Celebration

One of Canada's largest specialty card and stationery retailers is looking for a:

### Store Manager Markville Place Shopping Centre

Experience running a busy retail outlet is essential and while knowledge of the card and stationery business is desirable, this is not a prerequisite.

If you wish to join a company with a tradition of excellence in an exciting, high profile location, please forward your resume to:

Dennis Crisp, Area Manager, Celebration Cards,  
Markville Place, 5000 Highway 7,  
Markham, Ontario, L3R 4M9  
Fax: (416) 485-2161

### SUMMER POSITIONS

Cook needed for small children's camp in Muskoka. May bring camp aged children.

Call Jean Tompkins  
294-2658

### Mature Help

required for INTERIOR DECORATING STORE

Part time  
Tues, Thurs, Friday  
evenings & Saturdays

Call Susan  
640-3075 or  
640-4134 evenings

### POOL SERVICE PERSON

To open/close pools and install spa's. Experience an asset.

Please call  
477-0017



### THE TOWN OF WHITCHURCH-STOUFFVILLE Requires persons to sell 1990 DOG LICENCES.

Excellent opportunity for students or seniors. Own transportation.

Contact: Town of Whitchurch-Stouffville Building Department  
Keith Saunders  
640-1900 or 895-2423  
8:30 a.m. to 4:30 p.m.