

Employment

Careers

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TOWN OF WHITCHURCH-STOUFFVILLE

requires a BY-LAW ENFORCEMENT OFFICER

to enforce various By-Laws of the municipality. Duties include responding to complaints regarding infractions, issuing Notices of Violation, preparing court Informations and handling prosecutions on behalf of the municipality.

The successful candidate will have excellent interpersonal, investigative, report-writing and organizational skills accompanied by academic training in a related field and demonstrated experience in municipal By-Law enforcement. A thorough working knowledge of applicable legislation and municipal By-law enforcement processes, and a car, are prerequisites.

The Municipality offers a competitive benefit package and salary in the range of \$28,032.00-\$32,073.00.

Interested individuals are invited to submit their applications including resume to the undersigned not later than July 6, 1990.

Robert Bennett A.A.T.O.
Director of Building
Box 419, 19 Civic Avenue
Stouffville, Ontario L4A 7Z6

We thank all applicants and advise that only candidates selected for an interview will be contacted by July 13, 1990.

Challenging career opportunity in Management for established and growing Real Estate company seeking someone with:

- Sales experience
- Goal oriented
- Enthusiasm

Salary negotiable with override.

Send resume to: P.M.I. Box 1820, Markham, Ontario L3P 1X5

LEWISCRAFT

Career opportunities are available for our new location, opening August 1990 in Markville Shopping Centre. We are looking for a *manager and assistant manager*, as well as *part time craft consultants*.

If you enjoy a challenge, thrive in a busy atmosphere, take pride in outstanding customer service, and are craft oriented... *Lets get together!*

Please forward a resume outlining your qualifications for the position you are interested in to:

LEWISCRAFT
40 Commander Blvd.
Scarborough, Ont.
M1S 3S2
Attn: Kim Shell

General Help

510

CLASSIFIED ADVERTISING DEADLINES

WEDNESDAY EDITION
4:00 P.M. Monday

FRIDAY EDITION
11:00 A.M. Thursday

SUNDAY EDITION
11:00 A.M. Friday

General Help

510

CHECK YOUR ADS FOR ACCURACY ON THE FIRST DAY

Please check your ad the first day it appears. The Economist & Sun and The Tribune shall not be liable for failure to publish an ad nor for errors except to the extent of the cost of the ad for the first day wherein the error occurred.

Call
294-2200

Office Help

525

Applications are now being accepted for the following positions:

- Full time Experienced *Dicta Typist*
- Part time *Statement Preparation*

Please contact
MARY
475-6291
extension #5171

Career Training

500

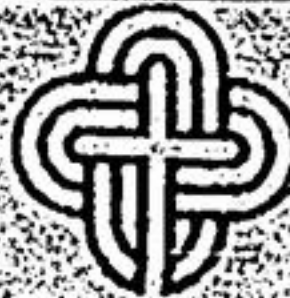
WORD PROCESSING WORDPERFECT, WANG

- Learn in just 10 hours
- Small personalized classes
- Tax deductible fees
- Start anytime

MARKHAM WORD PROCESSING CENTRE
479-1811

Office Help

525



TEMPORARY POSITION SECRETARY/RECEPTIONIST
At Parkview Village
70 Ninth Line S.
Stouffville, Ontario
L4A 3N6

We require a secretary/receptionist with computer skills who could be available on a flexible basis from July to September and on a full time basis from September to March (approximately).

We will consider your application if you:

- possess good communication and typing skills
- have previous office experience
- relate well to Seniors
- are in agreement with the goals and objectives of Parkview.

Please send resume to the attention of:

Mrs. Sheila Jones
Phone: 640-1940

BILINGUAL RECEPTIONIST

For growing company in Richmond Hill. Typing and WordPerfect an asset. Non-smoking. Must have own transportation.

Call
886-6960

SALES SECRETARY

(Victoria Pk/Steeles)

Required for busy Markham Stamping Plant. Applicants should have previous secretarial experience with knowledge of automotive accounts and order entry. Excellent command of the English language both oral and written a must. Please mail or fax resume to Cochrane Tool and Design, 245 Torbay Road, Markham, L3R 2P8.

Phone: 475-6636
Fax: 475-7989

JR. ASSISTANT MANAGER

Austin Topper Chimney Sweeps has an opening for an ambitious enthusiastic individual in our Thornhill office.

WE OFFER:

- Excellent work environment
- An opportunity to grow with Canada's largest Chimney Sweeping Company
- Job security
- The opportunity to expand yourself, be recognized and be rewarded for achievements
- Advancement and frequent wage reviews
- \$375.00 per week to start (reviewed after 60 days)

RESPONSIBILITIES WILL INCLUDE:

- Handling incoming calls
- Co-ordinating appointments
- Previous customer follow ups
- Dispatching the crew
- Aggressively pursuing all client interest resulting from public trade shows, referrals, etc.
- Working closely with employees, providing support and motivation

We are a very busy, well established organization with a high profile. The key individual we seek can look forward to steady growth and personal fulfillment.



Call Mr. Aube at 886-9622
87 Greenlane, Unit #6
(Bayview & John area)



Office Help

525

TYPING & secretarial services. Typing of resumes, letters, reports, statements & envelopes, office overload, general bookkeeping. Great rates. Call Jo-Anne (416) 640-5645.

SECRETARY/RECEPTIONIST

Warden & Steeles
We have an immediate opening for an organized, cheerful person for typing, telephone and general office work. Word processing experience required. Small office. Full benefits.

Call
940-4007

SHIPPER/RECEIVER

Required for aviation parts department of Toronto Buttonville Airport. Driver's licence required.

477-7900

DRIVER TRAINING & JOB PLACEMENT HELP

Is available from Rodgers School of Truck Driver Training Ltd., Toronto & Orillia. For career details call:

1-800-668-0031
for literature

College student or university student needed to assist with product handling for a Markham Computer Distributor.

Must be fluent in English and able to handle up to 45 lbs. in weight.

Position available immediately for July and August, Monday - Friday, 8:30 a.m. - 5 p.m., at \$7.50 per hour.

Call Alex Fudy
or Wendy Matharu
479-1911

LICENCE ISSUER Full Time

Busy licence office in Unionville is looking for a responsible, energetic, friendly person. No experience necessary.

Call Monday through Friday
477-2559