

Expand your horizons
&
Develop a career at
EATON CREDIT CORPORATION

We presently have a variety of MANAGEMENT & SUPERVISORY opportunities at our new location at 3 Concorde Gate, Don Mills (just east of the Don Valley Parkway at Wynford Dr.)

Management/Supervisory
Eaton Credit Corporation requires experienced managers and supervisors to ensure our continued growth in the areas of Customer Service & New Accounts. Successful candidates will have progressive experience in financial or retail credit. Bilingualism would be an asset for these positions. Both part-time (weekend & evenings) & full-time positions are available at the supervisory level.

A supervisory opportunity also exists for persons with Accounts Receivable/Payable experience & good interpersonal skills; for this position candidates must have a minimum of 2 years supervisory experience.

Credit Collections
Our Collectors are responsible for the collection of delinquent credit card accounts, skip tracing, etc. Successful candidates will have one year of collection/tracing experience in financial or retail credit, as well as experience with on-line systems.

Other full time & part time staff positions are also available.

For people interested in challenge this is an excellent opportunity to become an active member in our progressive credit team. We offer competitive wages & a comprehensive benefits package which includes an employee discount.

Please apply in person or forward your resume to: E. Ryder, Eaton Credit Corporation, Personnel Services, 4th Floor, 3 Concorde Gate, Don Mills, Ontario, M3C 3N7

PART-TIME SECRETARIES
10 a.m.-3 p.m. or 10 a.m.-4 p.m.,
5 days a week
Flexible starting dates now thru month-end
September.

and

JOB SHARING OPPORTUNITY
Thursday and Friday of each week,
8:30 a.m.-4:30 p.m.

This position, working in a busy insolvency practice, is available immediately.

We offer a professional atmosphere, a salary of \$15/hour and training on Apple Macintosh equipment. Send your resume stating availability to: Mrs. Maureen Spulnick, P.O. Box 251, Toronto-Dominion Centre, Toronto, Ontario, M5K 1J7

Ernst & Young

A major pharmaceutical manufacturer located in Scarborough has an immediate opening for a
ORDER INPUT OPERATOR

This position is required to enter sales orders and credit notes on a computer terminal. Excellent keyboarding skills and accuracy are essential, experience is preferred.

We offer excellent career opportunities together with a competitive benefits package.

Please forward your resume in confidence to:
Box 1035
The Scarborough Mirror
125 Nashdene Rd., Unit 3
Scarborough, Ont.
M1V 2W3

NAVICOM

An aggressive, fast growing consulting firm located in Northern Scarborough has an immediate position for an
OFFICE ASSISTANT

Ideal entry level position for a recent high school/community college graduate.

RESPONSIBILITIES INCLUDE: general reception/secretarial duties; inputting, formatting and printing on a publishing system; making travel and courier arrangements; interfacing with clients and the Production Manager.

QUALIFICATIONS INCLUDE: strong interpersonal/communication skills; pleasant telephone manner; fast, accurate typing skills (60 WPM); excellent command of English. Practical experience with Microsoft Word and Ventura Publisher ideal, but not necessary. Interested applicants are invited to send a resume to:

5620 Finch Avenue East
Suite 101
Scarborough, Ontario
M1B 1T1
Attn: Janet Norrie
Tel: 299-5362 Fax: 299-5445

General Help 510

ATTENTION STUDENTS & OTHERS
\$11.05 to start. International firm has immediate openings in the marketing department. No experience necessary. Flexible full time and some part time hours. Valuable resume experience. Car & 18+ preferred. For appointment for interview, call between 9 a.m.-6 p.m. at 283-1024 or 474-1616. Details covered at interview.

SUPERINTENDENT
Live-in superintendent couple required for high rise condo in Scarborough area. Adult lifestyle, experience required. Supervisory skills an asset. Salary \$20K plus apartment included. Must be able to read and write English fluently. Send resume and references to:

Box 1034
The Scarborough Mirror
125 Nashdene Rd.
Unit #3
Scarborough, Ont.
M1V 2W3

PART TIME
Perfect for parent. Flexible hours 2-3 days per week. Reception, secretarial, phone duties. PC based A/R, A/P plus payroll. Kennedy/Lawrence
285-6646

RECEPTIONIST/TYPIST
Mature person required for career opportunity in friendly office. Located Warden/Alden Rd. area. Must have good command of English, accurate typing & be familiar with general office routine. Work hours are negotiable. Excellent benefit package. Must have own transportation.
Call Judy
475-1198
TYTON CANADA INC.

COOK
Needed for Scarborough daycare, Mrkham Rd & 401. \$8.54 per hour plus benefits
439-0521

FIND IT
Give your budget a break! Check today's Classified Ads for excellent buys on the items you need.

CUSTOMER SERVICE/ORDER DESK
Required by PMB Industries Ltd., a growing distribution company located in South Scarborough. The successful candidate will be organized, detail conscious, self-motivated, & have a pleasant telephone manner. Typing skills required. P.C. knowledge an asset.
Please call:
Eileen Coleman
690-1282

PERSON FRIDAY
For electrical contractor. Pleasant telephone manner, typing and accounting skill required.
Markham/Sheppard
321-0590

TELEMARKETERS NEEDED PART TIME
Must be fluent in English. Must be outgoing with a good sense of humour. Must have a mature attitude. Start immediately. Phone after 4:00 p.m.
751-5624

RENTAL CONSULTANTS NEEDED
Car essential. Call for personal interview
250-8812

OFFICE ADMINISTRATOR
Diversified position includes word processing, customer relations, multi-task functions for growing Computer Brokerage firm.

Contact Kim at
King Computer
Canada, Ltd.,
347 Kennedy Rd. S.,
Scarborough,
269-7011

WANTED MEN/WOMEN
To market new weight loss program. Full or part time. I earned \$3,000 in my second week.
Call Mr. Del Bianco
778-4609

Skilled & Technical Help 515

CELLOGLAS TORONTO
Requires immediately a machine operator for UVR laminating process. Willing to train. Previous sheet fed experience an asset. Please call
298-3700

SHOPPING CENTRE MAINTENANCE SUPERVISOR, SCARBOROUGH
Job description-minor HVAC & building rep./maint.; tenant relations; scheduling shifts; co-ordinating and assisting in int./ext. clean up. Must be a highly motivated self starter with good interpersonal skills. Qualifications-must have 3 years industry related mechanical & supervisory experience. Chinese speaking preferred but not essential. Good wages; excellent benefits; and intercompany advancement. Forward resumes to:
Mr. Mills
@ 2025 Sheppard Ave. E.,
Suite 1201, Willowdale,
M2J 1V7

RECEPTIONIST/SECRETARY
Some medical experience, minimal typing
Neilson Rd./McLevin
686-0581

Hospital, Medical, Dental 535

RECEPTIONIST GENERAL OFFICE HELP
Required part time for medical office, West Hill area.
284-1697

Hotel/Restaurant 540

WAITER/WAITRESS
Required for Scarborough Golf Club. Minimum 2 years Experience. Good salary & fringe benefits. Full time. Please call:
Allison
266-4546

TRY CLASSIFIED...

When you need a new employee, you know what you're facing. Hours of interviews, endless searching through stacks and stacks of applications and information. And finally, wondering if that just-right employee is out there — anywhere.