

CAREER TRAINING



"YOU CAN GET INTO THE WORK FORCE!"

"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."

Lynn Missingham

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 dull. You combine business with pleasure in this exciting field and our course includes on-campus CRT



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



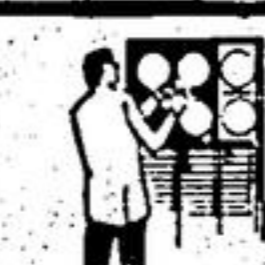
WORD PROCESSING

This field grows LARGER each day. 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, Bedford 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 Me-time 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 August and September
Call for further information & FREE personal interview
TORONTO SCHOOL OF BUSINESS

NEW!

MARKHAM CAMPUS
5694 HWY. #7 - E. of McCOWAN
Sherwood Plaza, 2nd floor
733-3430

NEW!

General Help

510



JOURNEY'S END

We have openings for the following positions

- **WEEKEND NIGHT AUDITOR**
— We offer a competitive salary
- **FRONT DESK**
— Full and part time, starting September
— Competitive salary and benefits

Apply in person to
JOURNEY'S END MOTEL
8330 Woodbine Avenue
Markham, Ontario
477-6077



STUDENTS White Rose DISTRIBUTION CENTRE

We are presently recruiting part time personnel to work 3 or 4 evenings a week in our Hardgoods Distribution Facility in Richmond Hill.

- Hours approximately 5:00 p.m. — 9:00 p.m.
- We offer a good starting salary
- Applicants must be in good physical health

Apply in person or telephone:

Glen McDuffie,
45B West Wilnot Crescent,
Richmond Hill, L4B 1K1
886-4455

Office Help

525



SWITCHBOARD OPERATOR

We are looking for a person with a pleasant personality and a good telephone manner, with a minimum of Grade 12 preferred. Responsibilities involve answering all incoming calls; greeting guests, sorting mail, and other general office duties.

Currently we are located in Markham (Highway 7 & 404), but will be relocating in the Stouffville area next spring.

Please contact Elizabeth Lee at 477-0030, Fitzhenry & Whiteside, Canadian Book Publishers.

ACCOUNTS PAYABLE

Navtel Inc. has an immediate opening for an experienced Accounts Payable person to work in a computerized accounting environment.

We are located at Woodbine Ave. & Hwy. 7, and offer a superior benefit package.

Interested applicants, please call:

Lorry Witte
479-8090 (ext. 426)
9:00 a.m. to 4:00 p.m.

Canada Trust Realtor

RECEPTIONIST PERMANENT PART TIME

For alternate evenings and Saturdays to work in pleasant Real Estate office.

Must be able to type and have pleasant telephone voice.

Please call for an interview:

GWEN POLLARD,
475-0355
4997 Hwy. 7, Unionville



DATA ENTRY CLERK

Entry level available. Requires good telephone manner, willingness to use a computer and Grade 12 preferred. No experience necessary, although some typing would be an asset.

Currently we are located in Markham (Highway 7 & 404), but will be relocating in the Stouffville area next spring.

Please feel free to contact Elizabeth Lee 477-0030, Fitzhenry & Whiteside, Canadian Book Publishers.

BARN STAFF

Required at busy boarding facility in Markham.

294-6934

LANDSCAPE LABOURERS. Must be able to drive a standard. Must have landscape experience. 416-640-3113

Office Help

525

WHAT WILL YOU DO WHEN THE KIDS GO BACK TO SCHOOL? WHY NOT EARN EXTRA MONEY WHILE THE NEST IS EMPTY?

We are having an **OPEN HOUSE**
Wednesday August 22, 1990
WE WANT TO MEET YOU!

Come in and meet our friendly staff to register or just chat about working temporary and find out what it's all about.

Assignments are available for:

- WORDPROCESSORS
- SECRETARIES
- DATA ENTRY OPERATORS
- CLERKS
- RECEPTIONISTS

We also have a Light Industrial & Drivers Division and we want to hear from you too!

TIME: 2:00 — 6:00 p.m.

5071 Hwy #7 #205

Markham, Ont.

Across from the Markville Mall

479-6900



Cansult

Cansult Group Limited, a long established multi-disciplinary Canadian consulting and management firm providing services to international and domestic clients has an immediate opening for an:

ACCOUNTANT

For general accounting, cash management and banking for a diverse group of investment holding and operating companies. Qualifications include completion of second year accounting program or equivalent with 2-3 years general accounting experience. Canadian real estate accounting experience an asset.

Located in Markham, the work environment is multi-company, developmental and growing. Emphasis is placed on long term relationships, attitude, and technical competency. Professional recruiters excluded please.

If you qualify and are interested, please send your resume to: P.O. Box 4491, c/o Economist & Sun, 9 Heritage Road, Markham L3P 1M3.

Omnium Medical Devices of Canada Inc. is a successful sales and services company of medical electronics. We are seeking to fill these full OR part time positions:

ACCOUNTS PAYABLE CLERK & GENERAL OFFICE CLERK

Please send resume to
Omnium Medical Devices of Canada Inc.
34 Sims Crescent, Unit 8
Richmond Hill, Ontario L4B 1B8
or Call 886-2105

ARE YOU A BUBBLY RECEPTIONIST WORKING IN A BORING ENVIRONMENT?

Time for a change! We are a dynamic, exciting ADVERTISING AGENCY, and we require a full-time receptionist:

- with 2-3 years experience
- knowledge of Apple-Mac computer helpful but not essential
- applicant with car preferred

CALL SHERI HUDSON AT 513-0833.
ROBINSON HALL MARKETING & ADVERTISING INC.
325 Renfrew Drive

SECRETARY/RECEPTIONIST

Flexible part time challenging position. Person needed for this busy diversified environment.

Good telephone manner essential. Typing 60 to 70 wpm. Experience in word processing a must.

Sheppard/Victoria Park Avenues. Please call Carolyn Stella at 493-0937

Small exclusive jewellery store requires an **Assistant Manager**. References required.

Ask for Jane
754-2886

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.