

Employment

Careers

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CAREER OPPORTUNITY INSIDE SALES

We offer a unique ground floor opportunity for the right person to join a fast growing team in the Electrical Wholesale Distribution field.

This position offers much experience and an excellent opportunity for advancement. We are a national company with annual sales of over 400 million dollars.

We are looking for a self-motivated, enthusiastic individual with an ability to learn quickly and a desire to succeed and be promoted.

A minimum work experience of 6 months in an electrical inside sales position is required. In exchange we offer a competitive salary along with an excellent benefit package.

For more information, please call or send your resume in confidence to:

Mr. T. Quin

Guillevin International Inc.
215 Konrad Cres., Markham, Ontario L3R 8T9
475-8144

WORD PROCESSING WORDPERFECT, WANG

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

**MARKHAM WORD
PROCESSING CENTRE**
479-1811

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.

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

SENIOR BOOKKEEPER/ ASSISTANT

Required for progressive manufacturer in the textile industry. Duties will include all aspects of accounting and payroll. Computer experience necessary (preferably ACCPAC). Call Roy Boesch at:

841-1213
or send resume to:
B&S EMBLEM LTD.
140 Engelhard Dr.
Aurora, Ont. L4G 3G8

CAREER TRAINING



Lynn Missingham

"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."

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 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, Bedford Accounting, Graphics and Telecommunications



FASHION MERCHANDISING

Enter the exciting world of GLAMOUR. Our FASHION PROFESSIONALS teach you all the links 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 August and September
Call for further information & FREE personal interview
TORONTO SCHOOL OF BUSINESS

NEW! MARKHAM CAMPUS **NEW!**
5694 HWY. #7 - E. of McCOWAN
Sherwood Plaza, 2nd floor
472-2591

TORONTO AIRWAYS LIMITED, owner-operator of the Toronto-Buttonville Airport in Markham, has a challenging opportunity available for a

PERSONNEL AND PAYROLL ADMINISTRATOR

The successful candidate will be responsible for the administration of all facets of the Human Resources, Payroll and Benefits functions, including computerized payroll processing and Employment Equity reporting.

Applicants should possess several years of related experience, including familiarity with PC-based payroll systems and experience in the use of 1-2-3 spreadsheets. Strong communication and organization skills are essential.

Please reply in writing, stating salary expectations, to:

Controller, Toronto Airways Limited
Toronto-Buttonville Airport
Markham, Ontario, L3P 3J9
No agencies please

General Help

510

HIRING NOW FOR SEPTEMBER ROUTES

SCHOOL BUS DRIVERS

REQUIRED

If you - have a valid drivers license and are over 21 years of age you too can join our team.

- Earn \$41.00 per day (based on 3 hour day).
- Cash bonus incentive program.
- Full training provided.
- Take preschoolers with you.
- Great for shift workers.
- Earn extra money - daytime shuttles available
- Charters available.

Simcoe
TRANSIT 888-1938

General Help

510

STAFF REQUIRED

For children's programme located in Richmond Hill, Unionville, and Markham elementary schools. Before school, lunch and after school hours available. Suitable for homemakers or student.

To inquire about working one or more of the above programme times please call:

Sandy, 479-9196
& leave message
or 294-5087
between 3:30 - 6 p.m.

General Help

510

DRIVER WANTED

Salary, plus benefits
Start immediately
294-5773
between 8 am - 5 p.m.

EXPERIENCED HAIRDRESSER

For established Markham salon.
294-5465

EXPERIENCED HAIRDRESSER

Full or Part Time
Also, apprentice needed with experience or will train.
Mike & Gino
294-4868



PARKVIEW "Services for Seniors" MAINTENANCE ASSISTANT

— Full time employment opportunity available on Maintenance Staff.
— Position requires person with good basic skills in the following areas: Electrical, Plumbing, Carpentry, and an interest in general building and grounds maintenance.
— Must be able to work independently.
— Complete benefit package available.
Application forms may be picked up at the reception desk.
Parkview Home
481 Rupert Avenue
Stouffville, Ontario
640-1911