

# Employment

## Careers

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### CUSTOMER SERVICE COORDINATORS (2)

Datapoint Canada is looking for one customer service coordinator (Bilingual) and one service contracts coordinator to work as part of a small congenial team who answer/call customers for service activities.

**Bilingual Customer Service Coordinator:** Candidate will work a variable 5 day work week and must be fully conversant in English and French, have 1 year customer telephone contact experience, strong interpersonal skills, and a minimum typing speed of 35 wpm.

**Customer Service Contracts Coordinator:** Candidate will work a 5 day work week and must have 2 years contract experience, 2 years business experience, strong interpersonal skills, and a minimum typing speed of 35 wpm.

Call, send or fax resume to: Customer Support Supervisor, Datapoint Canada Inc., 85 Idema Road, Markham, Ont. L3R 1A9 (Fax: 474-0129) (Tel: 474-1360).



### WORD PROCESSOR

**Cook Canada** is a fast growing established distributor of Medical Devices. We emphasize team spirit and employee involvement. We currently are looking for a bright, well organized individual to be part of a team in our busy, fast paced Marketing Services Department. Candidates should be creative, have dictaphone experience and good command of the English language. Experience in Microsoft Word for Windows would be preferred. Excellent company benefits.

Please send resume to:

Human Resources Department  
Cook (Canada) Inc.  
111 Sandford Drive  
Stouffville, Ontario  
L4A 7X5

### INTERIOR DESIGN POSITIONS

Opportunities exist for well-organized energetic individuals to join our dynamic and rapidly growing 'DESIGN TEAM' at NIANTICE LIMITED.

1. An Interior Design graduate with a minimum of 5 years commercial experience in planning, architectural working drawings and CAD.
2. A Design Co-ordinator position with experience and knowledge in office furnishings and with the Apple/Macintosh environment.

Both full-time positions are available in September. Please call or write:

Erika Balicki, Director of Design  
Niantice Limited  
20 Amber Street, Unit #2  
Markham, Ont. L3R 5P4  
(416) 940-4422

### WORD PROCESSING WORDPERFECT-WANG

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

MARKHAM WORD PROCESSING CENTRE  
479-1811

General Help 510

### FULL-TIME GAS BAR ATTENDANT

Required for Full serve station in Markham area. WEEKDAYS/DAY SHIFT. Commissions, bonuses, benefits available. Exp. not necessary. Supervisor Potential. Call Jake or John 471-1609

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.

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

### LANDSCAPE LABOURERS

Required, full-time persons for residential Landscape / Construction. Minimum of two years experience only. Good opportunities and benefits. Must have own transportation to our Markham yard.

Call 471-1010 for an appointment

### LIGHT FACTORY WORK

Small manufacturing company in Markham requires full time employees.

If interested, apply in person to: MarVel Products 144 Bullock Dr., Markham (Ring bell at first door on East side of building).

### MARKHAM DODGE CHRYSLER

requires a Part Time LOT PERSON

Call John Longman 471-1500

### PART TIME COOK

Needed for Daycare Centre Kennedy / Steeles. 470-6595

### \$10.15 TO START

National firm has part and full time positions in housewares and sporting goods. Students 18 years + housewives and others may apply. 474-1616

## 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.I.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 database, Symphony, WordPerfect, Excel, 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
- Mon, Alt, 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 472-2591 **NEW!**

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.



888-1938