

Employment

Employment Opportunities with the Planning and Design Branch and the Property Branch of the Regional Municipality of York:

Competition No. 90-493

DESIGN ENGINEER - ROADS

\$43,963.00 - \$51,477.00

Directs and supervises the design of Regional road projects including preparation of contract drawings and specifications and the estimate of costs. Arranges and supervises Public Information Centres for public review of Regional road projects. Supervises Engineering consultants engaged for feasibility and functional studies. Designs soil investigations.

QUALIFICATIONS: Registration or eligibility for registration as a Professional Engineer, Civil Branch, in the Association of Professional Engineers of Ontario. Minimum three years experience in all aspects of road design, including structures. Supervisory experience would be a decided asset.

Competition No. 90-494

PROPERTY APPRAISER

\$37,921.00 - \$44,782.00

Acquires land and buildings for Regional projects. Reviews land plans. Inspects property and ascertains appraisal problems. Prepares documentation required in the course of property appraisals. Prepares estimates of property costs for budgeting purposes.

QUALIFICATIONS: Minimum five years experience in property appraisals and real estate, preferably within a municipal setting. Successful completion of Appraisal Institute of Canada courses 101, 201 or equivalent and/or successful completion of International Right-of-Way Association courses or equivalent. Proficiency in writing technical reports and making oral presentations.

A valid Class "G" drivers licence, clear of serious offences under the Highway Traffic Act is required for both of the above positions.

To apply for the above positions, submit application, quoting the appropriate Competition Number, on or before December 31, 1990. We thank all applicants for their interest; however only those selected for an interview will be contacted.

Human Resources Division
The Regional Municipality of York
P.O. Box 147
Newmarket, Ontario L3Y 4W9
FAX: (416)895-4232



CAREER TRAINING

"They prepared me for the kind of job I wanted... then they helped me get it!"

Choosing the right school for your career training is very important. It is the first step you take toward building your future in the working world. How well you do in your career depends on how well you prepare yourself.

At The Toronto School of Business, we specialize in training people for business and computer-related careers. We not only prepare people for the kind of job they want... we also help them get it. We're proud to have prepared tens of thousands of men and women for satisfying, successful careers. We can do the same for you!



GRADUATE IN 6-10 MONTHS OR LESS



CAREER COUNSELLING / FINANCIAL ASSISTANCE



PERSONALIZED ATTENTION



OUR JOB PLACEMENT WORKSHOP



JOB PLACEMENT ASSISTANCE



HANDS-ON TRAINING



MODERN EQUIPMENT AND FACILITIES

- DIPLOMA PROGRAMMES**
- BUSINESS COURSES**
 - Accounting & Computers
 - Business Administration
 - Banking & Financial Services
 - Fashion Merchandising
 - COMPUTER COURSES**
 - Computer Programming & Systems Analysis
 - Microcomputer Business Applications
 - Microcomputer Electronics Technology
 - DENTAL SERVICES COURSES**
 - Dental Chairside Assistant
 - Dental Receptionist
 - HOSPITALITY COURSES**
 - Hotel/Restaurant Operations Management
 - Bar & Beverage Management
 - SECRETARIAL COURSES**
 - Bookkeeping Clerk
 - Word Processing
 - General Secretary
 - Clerk/Typist
 - Receptionist/Typist
 - Executive Secretary
 - Legal Secretary
 - Medical Secretary
 - TRAVEL COURSES**
 - Travel & Tourism
 - Flight Attendant Preparation and Passenger Service Representative

THE TORONTO SCHOOL OF BUSINESS

...because you've only got one future!

MARKHAM CAMPUS: 5694 Hwy. 7 (between McCowan & Markham Road) 472-2591

General Help 510

PART-TIME PROGRAM INSTRUCTORS

Markham Recreation and Culture Department is recruiting part-time program instructors for the following courses:

- BALLROOM DANCING
- CARTOONING
- SKATING (Daytime classes only)
- BRIDGE
- GOURMET COOKING
- YOGA

Rate: \$11 to \$15 per hour

Background knowledge of the course content is required. Previous teaching experience is an asset.

OUTDOOR SKATE PATROL POSITIONS AVAILABLE

Are you a strong skater who enjoys working outdoors and dealing with people? The Recreation and Culture Department is accepting applications for outgoing, energetic people to staff the Lake Mount Joy, Toogood Pond and Markham Civic Centre skating surfaces.

Afternoon, evening and weekend work is available. Basic first aid training will be provided.

Rate: \$5.75 per hour

Applications will be accepted at the following location:
Crosby Community Centre, 210 Main St., Unionville, 477-1542
Centennial Community Centre, 8600 McCowan Rd., Markham, 294-6111
Milliken Mills Community Centre, 7600 Kennedy Rd., 477-6410



Office Help 525

ACCOUNTING/BOOKKEEPING

We are the Canadian Branch of a major German appliance manufacturer located in the Markham/Unionville area. We require a mature individual with extensive bookkeeping experience to assume responsibility for our general accounting, including order entry and inventory control. The individual will also be computer literate and able to assist in and adapt to our upcoming conversion to an AS/400 computer.

Working knowledge of German will be a definite asset. Please reply to: Box 4512, Markham Economist & Sun, 9 Heritage Road, Markham - L3P 1M3.



WORD PROCESSOR FULL-TIME/PART-TIME

Are you skilled in Word Perfect?
Inter Medico is a progressive company that distributes High-Tech Medical Diagnostic Products. We are looking for a full-time/part-time person to be involved in word processing, reception, and administrative duties.
If you are that person, please phone Inter Medico at 470-2520 for an appointment.

Skilled & Technical Help 515

MARKHAM HYDRO

MARKHAM HYDRO LINE APPRENTICES

If you are interested in obtaining a skilled trade, this may be the opportunity you have been waiting for.

Training will begin February 4, 1991 with an intensive four month program in both practical skills and electrical education. A four year apprenticeship with additional testing by Ontario Hydro and the Ministry of Skills and Development will follow. A Power Lineman Certificate will mark the end of the apprenticeship.

Lifting, pole climbing, being comfortable at heights and in confined spaces and working in inclement weather are requirements of the job. A proven aptitude for manual dexterity and basic electrical theory are necessary. You must have a D licence by the commencement of training and obtain an A2 licence by June 1991. Availability for on-call duty and the ability to respond to 8100 Warden Avenue within 30 minutes in emergencies is required.

Applications should be sent to Ms. D. L. Harris, 8100 Warden Avenue, P. O. Box 4100, Markham, Ontario, L3R 8H7.

Hospital, Medical, Dental 535

REGISTERED NURSE MANAGEMENT POSITION REGULAR PART TIME SUPERVISOR

- Requirements:**
- current certification with College of Nurses
 - BCLS
 - availability to work 12 hour shifts
 - NUA or other management related course
 - 5 years hospital background with preference given to experience in CCU/ER or Labour and Delivery

Cottage Hospital (Uxbridge)
Uxbridge, Ontario L0C 1K0
416-852-9771

Office Help 525

SECRETARY/ RECEPTIONIST

Experience an asset but not necessary. Must be enthusiastic, a self starter with a good manner.

Required immediately.

Call collect
0-514-594-4321

"WE NEED YOU BACK IN THE WORKFORCE!"

Permanent part-time help required. Good people skills, for reception and light typing 2-3 days/week. Call Julia at 513-0373.



robin hood
multifoods
inc.

ACCOUNTS PAYABLE

Required immediately at Head Office in Markham.

Duties to include: Accounts payable G/L, accounts analysis, and other varied accounting responsibilities. Grade 12, Accounting experience preferred. Computer knowledge a must. CMA/GGA enr. beneficial.

Mail or fax resume to:
ROBIN HOOD MULTIFOODS
60 Columbia way
Markham, Ont. L3R 0C9
Attn: J. Vandenberg
Fax: 940-6859

Domestic Help Available 555

CLEANING lady available weekdays. Will do Christmas cleaning. Phone Maxine, 686-0744 (collect if necessary).