

Careers

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LITCO SYSTEMS INC.

TECHNICAL SUPPORT SPECIALIST

We are an exclusive Canadian distributor of protocol converters targeted at the IBM 3270 and S3X/AS400 market. Due to a rapidly expanding customer base we have an immediate requirement for a technical support representative.

The ideal candidate will have 2-8 years experience in pre and post sale support. Knowledge of IBM printer protocols, host connectivity and communications in Coax and Twinax environment a must.

Experience with laser printers, AFP, IPDS, PostScript is desirable.

Compensation commensurate with experience including performance bonus, car allowance.

Please send resume in confidence to:

Luca R. Loria
Litco Systems Inc.
95 Royal Crest Ct. #7
Markham, Ont. L3R 9X5
Tel. (416) 470-6366
Fax (416) 470-6394

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's 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

Office Help 525

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

CHRISTMAS HELP \$11.05 TO START

Expanding firm needs to fill permanent & temporary full & part time positions for busy holiday season. No experience necessary, will train. Ideal for students. For interview call: 474-1616.

Office Help 525

InvoTronics Mfg. has a replacement positions for a **PURCHASING DEPT. SENIOR CLERK/TYPIST**. Must have Grade 12, 40-50 w.p.m. and WordPerfect 5.1 experience. Fluent in English.

Apply in person to Ed Albert
365 Passmore Avenue
Scarborough, Ontario

ORDER-DESK/CUSTOMER SERVICE REP.

Markham firm requires reliable people with excellent telephone manner/sales experience to handle telephone orders and customer service. Part/Full time. Flexible hours. Send resumes to: Box #4513, c/o Economist & Sun, 9 Heritage Rd., Markham Ont. L3P 1M3.

PERSON Friday

Manufacturing company in Markham area requires experienced person. Duties include: general reception, accounting receivables, payables and word processing. Must be conversant with computers.

Mail resume with salary expectations to:

Helen Berkowski
R.R. #3
Claremont, Ontario
L6H 1E0

RECEPTIONIST / TYPIST

Required for electrical contractor in the Markham area.

Must have excellent telephone manner and typing skills.

Please send resume along with salary expectation to:

Suite 155
4981 Hwy #7 East
Unit 12A
Markham, Ontario
L3R 1M1

OFFICE MANAGER

Required for small rapidly growing computer company. Duties: reception, word processing, sales support, administration. Location: Hwy #7/404. X Base Systems Inc. 477-1238.

Sales Help & Agent 530

MATURE SALES POSITION

Available in unique gift store. Please call for more information.

640-3390

Office Help

525

ASSISTANT CONTROLLER

A manufacturing division of a large public company in the automotive parts industry is currently searching for a highly motivated self starter to fill the position of Assistant Controller. Reporting to the Controller, responsibilities will include maintenance of all aspects of the general ledger, the preparation of monthly financial statements, preparation of monthly management reporting packages, as well as intercompany accounts management. The successful candidate will be involved in cash administration, liaison with government agencies and the company's external auditors. The candidate will have an accounting designation (CGA or CMA) and have a computer systems background.

This position offers a competitive salary and benefits package. Please reply in confidence to: Corporate Accountant, 521 Newpark Blvd., Newmarket, Ontario, L3Y 4X7.



LASER

VTECH Canada, established in 1987, has experienced dynamic growth. VTECH now has 9 Canadian centres from coast to coast. Our recent expansion, arising from the centralization of regional accounting offices, has created an opening in our Markham Head Office for the following position:

CREDIT CONTROL CLERK

The individuals must have a strong accounting background and enrolled with CGA or CMA program. Experience with Accounts Receivable and Credit checking. To ensure month ended reports on time; knowledge with Symphony/Lotus.

We offer a competitive salary package, insurance package and excellent growth potential. Please submit your confidential resume to:

VTECH COMPUTERS (CANADA) LTD.
170 Alden Road, Unit 2
Markham, Ontario, L3R 4C1
Attn.: Kam Kwong
Accounting Manager
FAX: 477-7687

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.

Domestic Help Wanted 550

Domestic Help Available 555

HOUSEKEEPER/Mother's helper required immediately for family of 3 in Markham. Legals only. No agencies. Live-in only. 940-6765.

CLEANING lady available weekdays. Will do Christmas cleaning. Phone Maxine 686-0744 (collect if necessary).
QUALIFIED home and office cleaning. Reasonable price. 513-8055.

Employment Wanted

570

MAN WITH CHAIN SAW LOOKING FOR: Wood lot clearing; tree removal; brick block stonework; house painting. You Name it WE DO IT. Reasonable rates. Top quality work. Satisfaction will bring you back. 640-8321/640-1407.

RELIABLE university student seeking employment from mid-December to mid-January. Background: retail, computer experience (IBM) and reception duties. Please call Sandy at 294-8244/10-6.

Daycare Available 770

DAYCARE available in my home. Reliable and experienced! Raymerville area. Receipts. 472-5053.

DAYCARE available in my home by experienced mother. McCowan/Steeles area. Call 471-6421.

DAYCARE available in my home or yours. All ages. Call 642-0379.

ENERGETIC mother, non-smoker, to provide daycare Monday to Friday, 2 years & older. References & tax receipts. Fincham & Paramount. 294-7512.

EXPERIENCED and reliable teacher with my E.C.E. and CCW diplomas will provide an excellent daycare program in my home. Lots of activities. Located at McCowan & Denison. 479-5398.

Daycare Wanted 775

CHEERFUL energetic, reliable nanny required for 2 boys (ages 6 1/2 & 3 1/2) in Unionville. Non-smoker. Excellent salary. 940-5808.

NANNY required to care for twin girls, 5 months and boy, 8 years in my home. 470-0901.

Home Improvements 700

SURPRISINGLY the affordable way to enhance your in-home atmosphere. ALTA DECOR quality workmanship in: mirrored walls, doors, furniture, shower doors, closet organizers. Call 416-722-3204 for your free no-obligation in-home estimate.

Handyman 705

HANDYMAN - NO JOB TOO SMALL: Carpentry, Electrical, Basement finishing, Additions, Renovations. 642-1417.

MAN with van. Odd jobs, moving, trash removal, etc. Reasonable rates. Call 283-4811.

Business Services 791

HOME sewing done for curtains (all types), wedding gowns and formal wear. Custom designed for you. Call Linda, 472-5771.

RUBBISH removal. Backyard and basement, small demolition, clean-ups. Call 471-1907.

Snow Removal 740

SLIP Sliding Away, icy driveways, walkways etc.? For sanding services, call 649-2128.