

Careers Careers Careers

Career Training

THE TORONTO SCHOOL OF BUSINESS

CAMPUSES COAST TO COAST • SINCE 1976

JOB SKILL TRAINING FOR SUCCESS IN:

- TRAVEL & TOURISM
- WORD PROCESSING
- LEG/MEDICAL & EXEC. SECRETARY
- ACCOUNTING & COMPUTERS
- BUSINESS ADMINISTRATION
- HOTEL & RESTAURANT OPERATIONS/MANAGEMENT
- FLIGHT ATTENDANT PREPARATION
- MICRO-COMPUTER ELECTRONICS
- MICRO-COMPUTER BUSINESS APPLICATIONS
- COMPUTER PROGRAMMING
- DENTAL CHAIRSIDE ASSISTANT
- FASHION MERCHANDISING
- BANK TELLING & FINANCIAL SERVICES

EARN YOUR DIPLOMA IN 6 TO 10 MONTHS OR LESS!!

- Tax deductible tuition fees
- Small, personal classes
- Job placement assistance
- Diploma & Cert. courses
- Help with your resume
- Job placement workshop (teaches you how to get a job)
- Free lifetime refresher privileges
- Mom, Alt., Eve., & Sat. classes
- Convenient class hours allow you to work part time while attending school

Call, write or visit for further information & FREE personal interview

LIMITED SEATS AVAILABLE FOR JULY

- Travel & Tourism
- Accounting & Computers
- Business Administration

Financial Assistance may be available.

*If you are over 45 yrs. of age & have recently been laid-off, you may qualify for training assistance from the provincial government.

MARKHAM

5694 HWY. 7 E. (2nd Floor)
(Between McCowan & Markham Rd.)

FREE PARKING

472-2591

Long distance - call collect

CUSTOMER SERVICE REPRESENTATIVE

We need a bright, qualified person to fill an immediate opening in our Customer Service Department. This person must have a minimum of two years experience in data entry, as well as exceptional organization and communication skills.

Warden and Steeles.

Please call Loui at 416-475-2666

Monday to Friday,

9:00 - 5:00 for appointment.



JANEX ENTERPRISES (1980) LTD.

COVERALL

COVERALL OF CANADA

Telemarketers

Join the fastest franchising company in the world.

Inside sales positions available in our newly opened Markham office.

Call Deborah
(416) 513-0633

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

FOOD SERVICE SUPERVISOR

at Uxbridge Health Centre, Uxbridge, Ontario

The successful applicant must possess:

- certificate in recognized course in food service preparation
- clearly demonstrated strong leadership skills
- skill in planning, co-ordination and supervising comprehensive dietary programs

It would be considered an asset for the applicant to possess:

- experience as Food Service Supervisor in a geriatric setting
- Ideally, the successful applicant will be available on or before:

AUGUST 7, 1991

The salary and benefits provided this position are reflective of the responsibilities and leadership required of the incumbent.

Interested applicants should reply no later than July 21, 1991 marked "Personal and Confidential" and addressed to:

Mrs. Sharon Dickinson, Administrator
Uxbridge Health Care Centre,
130 Reach Street
Uxbridge, Ontario L0C 1K0

PART TIME SECRETARY

For approximately 3 days per week. Flexible hours. Must be skilled in general office duties, typing, computers and communication skills. Own transportation. Must be bondable.

Send letter of interest and resumé to
Markham Fair,
R.R. #2, Markham, Ontario L3P 3J3
NO PHONE CALLS PLEASE

SECRETARY/ RECEPTIONIST

Required for six month maternity leave, May - October, possibly permanent. Small sales office, Alden Road / Warden Avenue. Experience on WP 5.0, well organized, friendly, good phone manner, detail oriented, must have reliable transportation. \$25 K per annum.

Please fax resume to:
940-1838

STUDENTS \$12.15

Due to expansion an International Firm has entry level positions in our Marketing Dept. No experience necessary. No door to door or telemarketing involved. Flexible full and part-time hours. Must be 17 years +

York Region
474-1616

COMPUTER/OFFICE SKILLS

WordPerfect Accpac
Lotus 1-2-3 Bedford
Typing dBASE

Start anytime
Flexible schedule
Day and evening courses
ACADEMY OF LEARNING
Markham Thornhill/Richmond Hill
940-8973 882-4004

LAI D OFF - OVER 45 - You may qualify for training assistance from the Provincial Government

JOB WANTED

Third year university business - marketing student seeks temporary, full time work for July and August.

Outgoing, hardworking. References / clean driving record.

Call 294-7943, evenings or leave message with Jo Ann Stevenson, 294-2200, daytime.

Automotive parts delivery DRIVER

Required. Class G licence. Starting salary \$7.50 per hour.

Mckerlie Millan Automotive
640-4598

BUY THE YARD

Interior Decorating and Fabric Stores

Requires Experienced Full and Part Time RETAIL SALES STAFF

For our Markville Shopping Centre store. Call Mr. Ralph:
398-3188

THE DUCHESS

of
MARKHAM

Local British Pub

requires

Full Time KITCHEN MANAGER

Apply in person
53 Main St. N. Markham
294-3181

SERIOUS INQUIRIES ONLY

THE TRIBUNE

The Distribution Department

has an immediate opening for

RURAL ROUTE DELIVERY DRIVER

With own vehicle, in the Goodwood area for early Saturday mornings.

Call: Debbie Amundson

640-2874 - or -

Ariene Maddock

640-2100

9am - 5 pm, Mon-Fri.

ALMIRA FURNITURE CO.

requires experienced

RETAIL SALES PERSON

For our furniture showroom in Unionville. Successful candidate will be well groomed, congenial and available to work some evenings and Saturdays.

If you are interested in joining our sales team, please apply to:

Almira Interiors
477-5524

HOME-BASED EMPLOYMENT

ASSEMBLY/CRAFTS/SEW

CALL 631-1379 (24 hrs.)

READ BOOKS FOR PAY

CALL 631-1399 (24 hrs.)

TYPING AT HOME

CALL 631-4242 (24 hrs.)

PERSONAL COMPUTER

CALL 631-4301 (24 hrs.)

HORSE FARM Help Needed

- Goodwood -

640-6998

Domestic Help Wanted 550

SPECIAL SECOND MOM - Nanny / Housekeeper for our loving family. Live in / out. Unionville 474-9989 / 964-8419. leave message.

Domestic Help Available 551

EXPERIENCED cleaning lady available. Phone between 9 am - 5 pm: (416) 894-8269.

RELIABLE housecleaning available. 852-4853.

Employment Wanted 570

MAN with 25 years experience - Residential, Industrial, Experienced in carpentry, drywall, block & brick, tiling, painting & paper hanging, plumbing, basement completing, squeaky floors, carpet installation. 640-2832.

Permanent career opportunities at optometric practice in Markville Shopping Centre.

(A) FULL-TIME

Tues.: 12 - 8; Wed.: 10 - 5; Thurs.: 12 - 8; Fri.: 10 - 5; Sat.: 9:30 - 6

(B) PART-TIME

Mon.: 10 - 5; Tues.: 5 - 9; Thurs.: 10 - 1; Fri.: 5 - 9, (18 hrs./wk.)

Salary based on experience and reliability. Will consider training. Mature and excellent people skills. Leave message on answering machine for Dr. H. Walji anytime, 472-6281.

COLLECTIONS OFFICER

Energetic, well-organized individual with excellent communication skills for collections. Previous experience in a computerized environment and Post-Secondary courses in accounting required. Experience with contracts an asset.

Smoke free office. Steeles / Woodbine area.

For an appointment call

J. O'Donnell

475-1661