

# Careers Careers Careers



## HUMAN RESOURCES CO-ORDINATOR

Weekender Ladies Wear Inc. is looking for an outgoing individual to operate their Personnel Department part-time. Responsibilities include: Payroll, Benefits, Hiring, Firing, handling employee Grievances, updating Policies and Procedures.

If you are a team player with experience in Human Resources and looking for a part-time position, please forward your resume and salary expectations in writing to:

**Weekender Ladies Wear Inc.**  
29 East Wilmot St.  
Richmond Hill, Ont.  
L4B 1A3  
Attn: Personnel

Note: Resumes must be submitted in writing. No telephone inquiries please.

## SECRETARY

Immediate short-term - with potential for permanence at new offices in Markham of non-profit national association; congenial atmosphere; must have excellent organizational skills for general office duties, W.P. 5:0; French speaking an asset.

Please send resume with salary expectations to:

**FADA**  
2 Sheppard Ave. East, Suite 1902  
Willowdale, Ontario M2N 5Y7  
or fax: 224-2669; Attn: S. Falkenberg

## PICTURE FRAMERS ASSISTANT

**Part Time Trainee Position**

No experience necessary. Mon. - Wed. 8 am - 4:30 pm. Some longer hours available. Must be quick learner, a worker, hardworking, creative and good with tools, saws, etc. Suit 18-20 yrs.

Please call Robert  
c/o Bremner Fine Art  
294-1104

## CHIROPRACTIC OFFICE ASSISTANT

Part time hours available

Monday - Saturday, 8 am - 8 pm

If you are a mature, responsible, and energetic person who would enjoy looking after the needs of our patients, we would love to have you join our team.

Please send resume to: **Box 4541**  
c/o Markham Economist & Sun  
9 Heritage Road,  
Markham, Ontario  
L3P 1M3

## RECEPTIONIST/CUSTOMER SERVICE

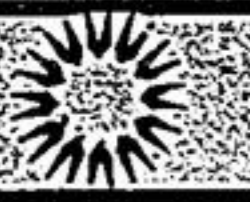
Required for busy firm. Must be responsible and organized, preferably with telephone and customer relations experience. Computer experience an asset.

Call Joyce  
472-2140 or 299-4239

## RECEPTIONIST

Dynamic, growing leasing company (Victoria Pk. / Sheppard Moving to Woodbine / Steeles, Dec. 1) has immediate opening for mature, well-groomed, professional receptionist. If you have minimum 3 years' experience handling a busy switchboard and are looking for a challenging and fulfilling position, please forward or fax (497-9009) resume to:

**Bryan McQuade**  
200 Consumers Rd., Suite 800  
Willowdale, Ontario M2J 4R4



**Municipal Leasing**

## EXECUTIVE ASSISTANT

COMMUNITY HOME ASSISTANCE TO SENIORS is seeking an Executive Assistant to provide administrative, co-ordination and research support services for the Executive Director.

The three major areas of responsibility are: (1) Co-ordinate meetings from development and distribution of agenda packages to minutes recording and action follow-up; (2) Establish format guidelines and record systems for minutes, reports, policies, procedures and resource library materials; (3) Support planning activities by maintaining project timetables, facilitating communication and providing research support.

To be effective in this varied role requires superior organizational, co-ordination and communication abilities and proficiency in Word Perfect, minute recording, and report writing. Experience in the voluntary sector and knowledge of senior issues are definite assets. Valid driver's licence and private transportation required. Salary range: \$25,000 to \$30,000.

Please submit resume on or before September 30, 1991. We thank all applicants for their interest, but advise that only those selected for an interview will be contacted.



Community Home Assistance to Seniors  
16-775 Yonge Street, Suite 200  
Newmarket, Ontario  
L3Y 8J4

## 16th Ave./Hwy. #48

Busy food brokerage requires full time person for customer service and general office duties. Good typing skills and pleasant phone manner a prerequisite.

Call Charlie  
471-2611  
for appointment

## PART/FULL-TIME SECRETARY

Small, newly established high tech computer company requires a Secretary/Administrator with Word Processing and bookkeeping experience for Markham office.

Successful applicant must have a sense of humour, ability to use initiative, and be able to cope with sporadic chaos.

Call Mr. Robinson  
472-0411

## PART-TIME RECEPTIONIST

Required for busy real estate office. Flexible to work days, evenings and/or weekends. If you have a pleasant personality, type 50-60 wpm and enjoy working with people, please drop off a resume to: Judy Uens, Family Trust Corporation, 4 Main Street, (corner Hwy 7 & 48, Markham, Ontario L3P 1X2).

## The Tribune

The Distribution Department

Has an immediate opening for a part-time clerical position. Hours are 2 p.m. - 6 p.m., Monday & Thursdays. For more information please call:

Jenni Hutt at  
294-8244



**Mullen Shell**  
Woodbine & Hwy. 7

**GAS BAR ATTENDANT**  
Midnight Shift  
11 pm - 7 am  
477-8556

## THE STOUFFVILLE TRIBUNE

requires PART TIME CLERK

for SATURDAY MORNINGS  
Vehicle required  
Call: Arlene Maddock  
640-2100

**JOBS AVAILABLE**  
\$6.00-\$8.00/HOUR

**GENERAL LABOURERS**  
WAREHOUSE HELPERS  
SHIPPING/RECEIVING  
ASSEMBLY/PACKAGING

Short & Long-term Assignments  
Safety Boots Required  
Day Shifts & Some Evenings

CALL TODAY  
479-6900



## HOME-BASED EMPLOYMENT

ASSEMBLY/CRAFTS/SEW  
631-1379 (24 hrs.)  
READ BOOKS FOR PAY  
631-1399 (24 hrs.)  
TYPING AT HOME  
631-4242 (24 hrs.)  
PERSONAL COMPUTER  
CALL 631-4301 (24 hrs.)

**FEMALE/MALE** Earn \$30,000 to \$50,000 yearly. Expanding kitchen manufacturing company requires **Sales Persons**. Experience preferred. Weekly draw against commission. For appt. call Markham 294-5660, Bramalea 675-4060.

## HOUSE FRAMER WANTED

Minimum 2 year's experience. Start immediately.

Call Brian  
after 6 p.m.  
294-7191

## FULL TIME Experienced HAIR STYLIST

Wanted for busy, modern salon. Good wages + commission.

Call 642-0336  
ask for John

## SECRETARY

We have an immediate opening for an experienced secretary. Applicants must be detail-minded, have at least 60 w.p.m. typing, good spelling & grammar, excellent organizational skills, aptitude for figures and pleasant telephone manner. Word processing and/or computer experience an asset.

**SHEPHERD HARDWARE PRODUCTS**  
Highway 7 & Kennedy Rd. Area  
Call Teresa Pugliese 475-6454

## ORDER PICKER

\$6.50 hour  
Good command of English language a must.

Call Marg  
Thursday, September 26  
between 9 am - 4 pm  
475-9336



## REWARDING CAREER AT HOME

Use your skills to provide childcare in your own home. We offer:

- Training at no cost
- Regular monthly support
- Toys and equipment
- Insurance coverage

If you would like to offer a safe healthy environment for children

Please call Vita at  
922-9556

## EARN EXTRA CASH

Recognised charity needs canvassers for residential drive. Evenings Mon. - Fri. Saturday. Part time, paid nightly, \$7 per hour & bonus.  
513-9895

## LIGHT ENGINEERING ASSEMBLER

Needed for Scarborough location. Energetic self starter.

Apply to: **Box 4540**  
Markham Economist & Sun  
9 Heritage Road  
Markham, Ont. L3P 1M3