

Careers Careers Careers

Career Training 500

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JOB SKILL TRAINING FOR SUCCESS!

THE TORONTO SCHOOL OF BUSINESS

- COMPUTERS
 - BUSINESS 472-2591
 - SECRETARIAL
 - TRAVEL & MORE
- (long distance - call collect)



Register Now For:
October 28 - Day Classes & November Evening Classes
"LIMITED SPACE AVAILABLE"

Careers 505

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CUSTOMER SERVICE

COOK CANADA is a fast growing distributor of Medical Devices located in Stouffville. We emphasize team spirit and employee involvement. We are currently looking for a bright, self-motivated individual to be part of a team in our busy Customer Service Department. Duties will include: handling customer orders and inquiries; some typing and general office duties. Candidate should have at least one year office experience, pleasant telephone manner, and a good command of the English language. Excellent company benefits.

Please send resume:

HUMAN RESOURCES DEPARTMENT
Cook (Canada) Inc.
111 Sandiford Drive
Stouffville, Ontario L4A 7X5

DESIGNER

To plant & decorate a full line of Dish Gardens. Permanent-Full Time or Part-Time Position. Richmond Hill location.

Call Erica
White Rose Crafts & Nursery Sales Ltd.
477-3330

SECRETARY

Required immediately Victoria Park & Steeles Ave. area. Must possess good communication skills. Computer, dictaphone and typing skills required. Remunerations depending on experience. Full benefit package available.

Reply to: Box 4523
Markham
Economist & Sun
9 Heritage Road
Markham, Ont.
L3P 1M3

PART TIME OFFICE/ SALES PERSON

If you have a pleasant telephone manner, can type and are mature, we would like to talk to you. Trust company experience is an asset. Hours are 11 a.m. to 3:30 p.m.

KENNETH BROWN INVESTMENT SERVICES
472-5949

VOLUNTEERS NEEDED FOR BOARD OF DIRECTORS OF INFORMATION MARKHAM

Time required 4-5 hours per month. No experience necessary, but background with community or volunteer organizations helpful.

For more information
513-7222

PART TIME OFFICE/ SALES PERSON

If you have a pleasant telephone manner, can type and are mature, we would like to talk to you. Trust company experience is an asset. Hours are 11 a.m. to 3:30 p.m.

KENNETH BROWN INVESTMENT SERVICES
472-5949

Can you type, answer the phone and tap dance at the same time? CHIROPRACTIC Assistant required part time. Are you a caring and enthusiastic people person with flexible hours? Call weekday mornings 9:30 - 11
640-8582

LANIER

Copiers, Dictating Systems, Facsimile

SECRETARY/RECEPTIONIST

Lanier Canada operates an international network of fast paced Field Sales offices, and currently has an opening in Markham.

The position is responsible for operating a busy switchboard and basic clerical duties. Requires a high school diploma or equivalent and a minimum of one year previous office experience.

As part of the Fortune 200 Harris Corporation, we offer competitive salaries and comprehensive benefits. For consideration, please send a resume or letter of interest to:

Kym Bouchard
Lanier Canada Inc.
25 Royal Crest Court, Unit 11, Markham, Ontario, L3R 9X4

or fax to: 798-4759
AN EQUAL OPPORTUNITY EMPLOYER

SALES SECRETARY

Local Agricultural and Lawn Seed Company requires experienced person to work in Sales Department.

Diverse responsibilities including:
- steno on WordPerfect
- ordering print and media
- responding to correspondence
- organizing and mailing to various client groups
- filing, phone travel, etc.

This position may well suit an individual with background in advertising or printing industry.

Please submit complete resume and salary requirements to:

Personnel
Pickseed Canada Inc.
Box 126, Richmond Hill



TOWN OF WHITCHURCH-STOUFFVILLE

RECRUITMENT

LABOURER/EQUIPMENT OPERATOR PUBLIC WORKS DEPARTMENT

The successful applicant for this full-time position shall be responsible for duties in the maintenance and repair of public works including roads, water and sewer systems and other related duties.

Applicants must have experience in the operation of heavy equipment and shall possess a valid Class "D" license with a "Z" endorsement. Experience in public works is considered an asset.

The present salary range is \$26,721 to \$30,365 with a competitive benefit package.

Smoke-free working environment.

Interested individuals are invited to submit their resumes, appropriately marked as to position applying for, not later than Friday, October 18th, 1991 to:

Town of Whitchurch-Stouffville
c/o Clerk's Department
19 Civic Avenue, Box 419
Stouffville, Ontario L4A 7Z6

For further information, please contact Paul Whitehouse, Director of Public Works at 640-1900 or 895-2423.

We thank all applicants and advise only those selected for an interview will be contacted by October 25th, 1991. Personal information is collected under the legal authority of the Municipal Act R.S.O., 1980, c. 302 as amended, and will be used to determine eligibility for employment.

JUNIOR POSITION

Customer Service Help Required for Electronic Distributor

Please send resume to
90 Gough Rd.
Unit 3
Markham, Ont.
L3R 5V5

Experienced Dishwasher & Goods Receiver

req'd for cafeteria @ Birchmount/Denison

MON. - FRI.
Good conditions & benefits
Apply to file #4543
c/o Markham Economist
9 Heritage Rd.
Markham, Ont. L3P 1M3

EARN EXTRA CASH

Helping recognize charity in residential drive. Part time evenings. \$7/hour, plus bonuses.
513-9895

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.)

KITCHEN SALES

Female/Male: Earn \$30K to \$50K yty. Draw against commission. Expanding Kitchen company requires salespersons. Exp. preferred.

For appt. call 294-5660, Markham.

DENTAL RECEPTIONIST / ASSISTANT

Experience preferred
McCowan/Steeles area
Dr. L. Phi, 299-9083