

# Careers Careers Careers

Career Training 503

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## THE TORONTO SCHOOL OF BUSINESS

### IN MARKHAM

NEW COURSES ARE STARTING DURING FEBRUARY.  
REGISTER NOW!!! LIMITED SEATS

CALL 472-2591

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O.E. INC. has an excellent career opportunity for a SENIOR AND INTERMEDIATE ACCOUNTANT.

#### SENIOR ACCOUNTANT

The main function of this position is to perform control on Inventory and Fixed Assets records, interact with other departments on Accounting issues, and assist the Accounting Supervisor in month end closing. The ideal candidate will have 5 years accounting experience in a large organization, with a computerized accounting environment, minimum 4th level CGA/CMA, strong lotus 1-2-3, and able to perform in a professional and efficient manner with minimum supervision and training.

#### INTERMEDIATE ACCOUNTANT

This position is responsible for account analysis related to commissions, monthly bank reconciliation and journal entries. The successful candidate will have 3 years accounting experience, 3rd level CGA/CMA, strong lotus 1-2-3 and the ability to work under pressure.

If you are interested in joining a dynamic organization, please fax or mail your resume to:

O.E. INC.  
1490 DENISON STREET  
MARKHAM, ONTARIO  
L3R 9T7  
ATTN: PERSONNEL  
Fax Number 475-1337



### ACCOUNTS RECEIVABLE CO-ORDINATOR

A growing manufacturer / distributor in Markham requires a well organized, very experienced and dynamic A/R person. The ideal candidate will be very well spoken and able to function with minimal supervision in a computerized environment on a high volume of small accounts from deposit to general ledger.

Accounting and spreadsheet knowledge are definite assets.

Send resumé including salary expectation to:

P. O. Box 607  
Station A  
Toronto, Ontario  
Attn: Controller

### BELL CELLULAR PLUS CENTRE

Requires Sales Professional.  
M/F. Top commission.

Call 470-2355



**ATTENTION:** Interested in making \$\$\$ bucks. Full and Part-time available.

Call Christa  
985-2081

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#### Full time, Experienced SHIPPER & RECEIVER required

Send resume to: Compass Food Sales Co. Ltd., 80 Finchdene Sq., Scarborough, Ontario M1X 1C1. NO PHONE CALL ACCEPTED

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#### KUWAIT WANTS YOU

Excellent pay and transportation

516-929-0341 Ext. 104

### LEGAL SECRETARY EXPERIENCED

for family law practitioner. Good computer and organizational skills. an asset. Excellent working environment. Competitive salary and benefit package.

STONG, BLACKBURN, MACHON, BOHM  
Call Janet at 884-9242

## MARKHAM

The Town of Markham is currently completing a major strategic plan for the improved use of information technology. To drive the new direction and lead the implementation process, the corporation requires a talented

### DIRECTOR - M.I.S.

Applying a hands-on management style, the Director will focus on creating an environment which brings a high level of service to the many user departments. An appreciation of both short and long-term goals, combined with a persistent approach, will result in steady progress.

Progressive experience in data resource management has prepared candidates for this senior leadership role. Experience should include dealing with complex organizations, in either a municipal or private sector setting, which feature multi-user customers and departments. Technical familiarity should encompass midframe and microcomputer applications. Educational credentials should include a university degree and continuing upgrading which combines business and information technology.

If this challenge represents the next stage in your career, please forward a resume in complete confidence, quoting File #06-150RJD, to:

Westcott Thomas & Associates Limited - 2200 Yonge Street  
Suite 1011, Toronto, Ontario M4S 2C6 (416) 481-4471



A.W. Fraser & Associates  
Edmonton - Calgary

Dr. E.H. Scissons & Associates Ltd.  
Saskatoon

Westcott, Thomas & Associates Ltd.  
Toronto

Allen Etcovitch et associates ltée  
Montreal

PARTNERS IN SEARCH & ASSESSMENT

A multi-service agency serving seniors in York Region requires staff to fill the following newly created positions at 4 Branch offices in York Region. Successful applicants will have a degree in health or social services, computer literacy, word processing skills, strong communication and interpersonal skills, and will have the capacity to work as a team player in a decentralized system.

#### BRANCH MANAGERS

Responsibilities include management of the Branch Office and services to clients; supervision of office staff; program development and public relations; representation and leadership support for the Area Council.

Qualifications include: a minimum of three years management experience; strong leadership, organizational, analytical, communication and interpersonal skills. Fluency in Italian, Cantonese or Mandarin is an asset.

#### SERVICE COORDINATORS

Responsibilities include effective provision of Agency services, management of Homemaking personnel, case management and active participation in project teams.

Qualifications include: Experience in the delivery of services to seniors and supervisory experience.

We offer a challenging work environment, a competitive salary and benefit package.

To pursue further send resume by February 3, 1992 to:

Mariann da Silva, 16775 Yonge Street, Suite 200, Newmarket, Ontario L3Y 8J4. Fax number - (416) 898-3626.



### COMMUNITY HOME ASSISTANCE TO SENIORS

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## The Uxbridge Tribune KIDS & SENIORS

INTERESTED IN EARNING EXTRA MONEY?  
The Uxbridge Tribune has paper routes available on these streets:

♦ North St. ♦ Main St. N.  
♦ Cemetary Rd. ♦ Lormik Dr.  
Call Debbie 852-9741

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### MAINTENANCE "HANDYMAN"

All around handy person sought for Markham office buildings. Steady employment for person willing to perform a wide variety of daily maintenance duties.

Please call Rick Reusse to arrange an interview  
(416) 475-0515

### "STAY HOME, EARN MONEY!"

Call amazing 24 hr RECORDED message for free details. (416) 330-3215 ext. #C32. Home Employment Directory for sale.

NEWMARKET and district ASSOCIATION for COMMUNITY LIVING



### COULD YOU OPEN YOUR HOME TO A NEW FAMILY MEMBER?

We are looking for families who could offer a loving home to an older child or an adult with a developmental handicap.

Associate Families receive remuneration, training, relief and professional support.

FOR MORE INFORMATION CONTACT:

KIM GIBSON at 898-3000