

# Careers Careers Careers

**THE TORONTO SCHOOL OF BUSINESS**  
CAMPUSES COAST TO COAST • SINCE 1976

## IN MARKHAM NOW

**GO TO SCHOOL 1/2 DAYS OR EVENINGS**

### WHY WAIT?

**START TRAINING FOR YOUR FUTURE HERE - TODAY!**  
CAREER TRAINING is one of the most important investments you will make in your lifetime. Learning the skills employers need and getting the recognition of earning a diploma in your chosen field are the most positive steps you can take toward a productive and financially rewarding future. Every year across Canada, we train thousands of men and women for new and meaningful careers and we can do the same for you. Call, write or visit to arrange for a free evaluation interview and start your future today!

**Earn your diploma in 6, 8 or 10 Months**  
Small personal classes. Frequent course starts. Job placement assistance. Resume help. Learn how to get a job. Free lifetime refresher privileges. Morning, afternoon and evening classes. Work part-time while attending school.

#### TRAVEL & TOURISM

A great career doesn't have to be dull. You combine business with pleasure in this exciting field and our course includes ongoing C.R.T. "RESERVEC" training.



#### MICRO-COMPUTER ELECTRONICS

A high-tech field that puts you in demand. The hands-on training, building and repairing an IBM compatible computer will ensure you know your stuff.



#### WORD PROCESSING

This field grows larger as each day passes. Check the ads in this newspaper. Decide NOW to get a job that pays well and keeps you in DEMAND. Includes WORDPERFECT.



#### COMPUTER PROGRAMMING & SYSTEMS ANALYSIS

An exciting job world awaits the person properly trained in this high-tech field. Let us help you make it in this rewarding profession.



#### LEGAL/MEDICAL EXEC. SECRETARY

You want a career that gives you PRIDE and puts you in contact with people who are respected. We'll teach you the SKILLS you need to command the highest wages.



#### MICRO-COMPUTER BUSINESS APPLICATIONS

Learn the latest in software packages such as LOTUS 123, D-base, Symphony, Wordperfect, Bedford Accounting, Graphics & Telecommunications.



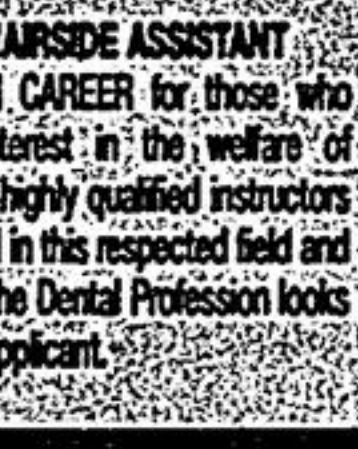
#### BUSINESS ADMINISTRATION

You want to make it to the TOP in the fastest possible time. You want a CAREER not just a job. We'll show you all the SKILLS you need to make it happen. Marketing, Finance, Human Resources, Management, Economics, Business Law & Accounting.



#### DENTAL CHAIRSIDE ASSISTANT

A wonderful CAREER for those who have an interest in the welfare of people. Our highly qualified instructors have worked in this respected field and know what the Dental Profession looks for in a job applicant.



#### ACCOUNTING & COMPUTERS

Never before has the NEED for people QUALIFIED in Accounting and Computers been greater! We give YOU the expertise necessary to be SUCCESSFUL in this dynamic field.



#### BANK TELLING & FINANCIAL SERVICES

Our leading PROFESSIONALS will show you how to deal with professionals from all walks of business. Learn their needs and you'll learn how to be SUCCESSFUL.



**Register Now For:  
February Day & Evening Classes  
"LIMITED SPACE AVAILABLE"**

\*If you are unemployed, 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

Careers

505

Careers

505

## BILINGUAL (FRENCH & ENGLISH) ORDER SERVICES CORRESPONDENT

We have an opportunity for an experienced Bilingual Correspondent (French & English) in our Order Services Department.

Candidates must possess the following:

- 1-2 years experience in a Customer Service environment
- Excellent communication and interpersonal skills
- Ability to handle telephone inquiries
- Experience in data entry and filing
- Excellent team member

Please forward resume and salary expectations by February 20th to:

### ORDER SERVICES MANAGER

Timex Canada Inc.  
635 Hood Road  
Markham, Ontario  
L3R 4N6

- No telephone calls accepted
- Principals only
- (We are a smoke-free environment)

## Participation House, Markham now recruiting for: Supervisor, Community Residence

**The Job:** To support 5 individuals with challenging needs to make the transition from an institution to a community residence. As a member of the Participation House management team, you will assist in the development of the residence and supervise all aspects of program operation.

**The Person:** We require an individual with professional training (Nursing or Rehab preferred) and several years practical experience in working with disabled adults.

The successful candidate will have strong leadership and communication skills.

Qualified candidates are invited to submit a resume by February 17, 1992, to:

Anne Pahl  
Executive Director,  
Participation House,  
9 Butternut Lane,  
Markham, Ontario  
L3P 3M1

## Desktop Publishing Technician

Publishing company requires experienced typesetter to operate state-of-the-art pre-press equipment.

The successful candidate must have several years experience in the graphic arts industry and must have a thorough knowledge of Macintosh and the following software:

- Quark Xpress
- Adobe Illustrator
- Microsoft Word
- Microsoft Excel

Compensation package will be commensurate with experience and qualifications. Applicants should submit resume and salary expectations to:

Office Manager  
P.O. Box 1428  
Downsview, Ont.  
M3H 5W3

## EXPERIENCED FLORAL DESIGNER

Full-time position available in Design Department to assist with production of floral arrangements and creating prototypes for reproduction. Experience required with polyesters and dried flowers.

Forward resume to:



White Rose  
NURSERIES LIMITED

Design Department  
Attention: Flora Bajari  
4038 Highway No. 7,  
Unionville, Ontario  
L3R 2L5

## CARETAKER

Required to clean offices 4 times a week in the evenings and half-day on weekend.

Send resume to:

MINGAY &  
ASSOCIATES  
81 Main Street North  
Markham, Ontario  
L3P 1X7

We have an immediate opening for a highly organized aggressive individual to manage inventory levels, production scheduling, expediting and purchasing in a customer service oriented position. Computer experience including word processing, Lotus etc. an asset.

Please fax or submit resume to  
CAN-AM MERCHANDISING  
70 Shields Court  
Markham, Ontario L3R 9T5  
Fax: 416-475-1154  
NON-SMOKING ENVIRONMENT  
NO AGENCIES PLEASE

Students required ages 12-15. Work after school hours for Canada's largest newspaper, the Toronto Star. Earn excellent commissions. Call Mr. Bond, 475-1482

## Permanent Part-Time RECEPTIONIST

for Stouffville Dental Office.

Please send resume & references to:  
Box 585,  
Stouffville, Ont. L4A 7Z1

## RETAIL FOOD SALES

A major manufacturer of quality food products requires a dynamic aggressive sales person for the Scarborough/Bellefonte/Peterborough area.

The successful candidate must have a minimum of 2 years experience in the packaged food industry at both the retail and wholesale level. Some overnight travel may be required.

We are offering a competitive salary/benefit package and car allowance.

Please forward your resume with references to:

Human Resources  
139 Central Park Blvd. N.  
Oshawa, Ontario L1G 5Y6

## SENIORS FOR BUSINESS™

Two positions immediately available:

Executive Secretary

Lotus 1-2-3 and

WordPerfect

experience required

Accounts Receivable

Collections, general office, bank deposit etc.

Call

771-8380

## The Region's Engineering Department requires a CHIEF OPERATOR - WASTEWATER \$35,168 - \$37,130 per annum (1991 Rates)

Reporting to the Area Supervisor, responsible for the operation and maintenance of the York/Durham Sewage System (Secondary) with post-secondary technical training in mechanical, electrical or hydraulics. Candidates should have achieved the requirements of the Ontario Water and Wastewater utility operator certification program at the Grade III level. Minimum 2 years experience as an Operator in water/wastewater operations and maintenance. A valid Ontario Driver's license is required.

Work location is at the Leslie Street Pumping Station (Leslie St. and Steeles Avenue). This is a Union position.

Quoting competition #91-384, submit application on or before February 21, 1992. We thank all applicants for their interest, only those selected for an interview will be contacted.

All applications/resumes received are collected pursuant to The Municipal Act and will be used to determine eligibility for employment. Questions about this collection of personal information may be directed to the Staffing Co-ordinator.

The Regional Municipality of York

Human Resources Department  
80 Bayview Parkway  
P.O. Box 147  
Newmarket, Ontario  
L3Y 4W9  
FAX: (416) 895-4232

