

# Careers Careers Careers

Career Training 500

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Careers 505

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## JOB SKILL TRAINING FOR SUCCESS!

### THE TORONTO SCHOOL OF BUSINESS

• COMPUTERS • SECRETARIAL  
• BUSINESS 472-2591 • TRAVEL & MORE  
MARKHAM CAMPUS



Register Now:  
NEW COURSES ARE STARTING  
"LIMITED SPACE AVAILABLE"

IF YOU ARE OVER 45 AND UNEMPLOYED YOU MAY QUALIFY FOR TRAINING ASSISTANCE FROM THE PROVINCIAL GOVERNMENT

General Help 510

### MASTER MIND STORE

Enthusiastic, creative person for retail management position. Computer experience, E.C.E. certificate an asset.

Contact John  
294-9095

### KEY CUTTER / GREETER

Would suit retirees who enjoy interaction with the general public. Duties include greeting customers and key cutting.

Apply in person to  
Ian MacKenzie or  
Doug Bullis  
Canadian Tire  
Associate Store  
5945 Main St.,  
Stouffville

### FUN JOBS

People over 18 needed. If you goofy or cool, outgoing or ingoing, quiet or loud, witty or witless, fun loving, people loving and like to wear Masks and Costumes - have we got a part-time job for you!

Call Barry  
416-640-2347

### CARSTEN CUSTOMER SERVICE

This position calls for some expediting experience and some minor assembly work in addition to general duties and customer service. Computer experience an asset.

Please send resumé to  
90 GOUGH ROAD, #3  
MARKHAM, ONTARIO  
L3R 5V5

General Help 510

### MARKHAM DODGE CHRYSLER

Part Time Position

We require a mature person with a great telephone manner to book service appointments. Should have switchboard experience. Flexible hours and evenings.

Please contact  
George Downy  
471-1500

Office Help 525

We are an automotive service equipment company located in the Markham area looking for an **Administrative Assistant**.

The successful candidate should have strong interpersonal and organizational skills, type 80 WPM, computer literate with knowledge of WordPerfect. Bilingualism an asset.

Please send resumé in confidence to:

Box 4564  
9 Heritage Road  
Markham, Ontario L3P 1M3

Sales Help & Agents 530

### AUTOMOTIVE SALES REPRESENTATIVE

Established Volkswagen, Audi, Porsche dealership is expanding its sales team. Experience is an asset, but the successful candidate will be trained. Company car provided. Competitive commission structure. Send resume to:

David Webber  
Sales Manager  
H.J. PFAFF MOTORS INC.  
17065 Yonge Street,  
Newmarket, Ontario L3Y 4V7  
895-2366, 364-7917

Employment Wanted 570

MAN WITH CHAIN SAW. LOOKING FOR: Wood lot clearing, tree removal, brick, block, stonework, house painting. You name it WE DO IT. Reasonable rates. Top quality work. 640-8321; 640-1407.

UNIVERSITY student, willing worker, looking for yard work, handyperson jobs, painting, etc. Reasonable rates. Call Rob 472-0354.

Careers 505

### HOJ Car and Truck Rentals/Leasing

### Assistant Manager / Manager

We are offering a full time challenging position available for an aggressive person to manage a rental counter.

Please call  
Wayne Finnerty  
471-1966

Office Help 525

Giftware Distributor located in Markham requires an:

### A/R Credit Clerk

Duties to include: Cash receipts posting, collections of overdue accounts and gathering credit info on potential new customers.

Minimum 2 years experience in a computerized A/R environment required.

Please forward resumé stating salary expectations to:

Robyn Friesner  
3415 14th Avenue  
Markham, Ontario  
L3R 2L6

RECEPTIONIST

Must be computer literate. Experience with Lotus. Past experience with accounting and/or Bedford an asset. Good telephone manner. \$8/hour.  
Call Sara, 477-1510



Gartner Lee Limited is a multidisciplinary consulting firm providing professional services in environmental planning and management. The growing demand for our environmental services has prompted us to fill the following administrative roles within Gartner Lee:

### RECEPTIONIST-SWITCHBOARD OPERATOR

One position is available for an individual with community college education and one year of office work experience or a high school diploma with three years of office work experience.

The successful candidate will be responsible for answering and operating the SL-1 telephone console system, as well as greeting clients, staff, and visitors. Additional responsibilities involve the maintenance of daily attendance records, meeting room preparation, and assisting corporate support groups which include word processing, data processing, accounting, and administration. A good knowledge of word processing and spreadsheet software programmes would be a definite asset.

### ADMINISTRATIVE CLERK

One position is available for an individual with a high school diploma and one year of office work experience, or community college education.

The successful candidate will be responsible for mail handling, processing the courier/shipment requests and requirements, as well as operating a fax machine. Additional responsibilities include providing relief to the switchboard operators, assisting in meeting room preparation, as well as providing administrative support to other administrative staff. Typing is a requirement for this position.

Both candidates should possess excellent communication skills, and exhibit a sense of professionalism.

Qualified applicants should apply in direct confidence by July 24, 1992 to:

Ms. N. E. Halinda  
Gartner Lee Limited  
140 Renfrew Drive, Suite 102  
Markham, Ontario  
L3R 8B6

The Environmental Services Department at York Region has the following vacancies in the Solid Waste Management Branch:

### WASTE DIVERSION COORDINATOR (2 Permanent Full Time Positions) SALARY TO BE DETERMINED

#### Qualifications:

Degree or diploma from a recognized university or college. Two to four years experience in the waste management field with sound knowledge of the 3 R's (reduction, reuse and recycling). Experience in advertising and/or marketing would be an asset. Good oral and written communication skills.

#### Duties:

Participates in the planning, development and implementation, coordination and monitoring of comprehensive waste management, reduction, reuse and recycling programs for York Region and its area municipalities in the residential, industrial, commercial and institutional sectors. Carries out site visits and inspections at industrial, commercial and institutional establishments and provides advice with respect to waste auditing and setting up programs to divert materials from disposal.

Applicants must possess private transportation and a valid Ontario driver's licence. These are CUPE Local 1953 positions.

Quoting Competition No. 92-290/1, submit application on or before August 4, 1992. We thank all applicants for their interest, but wish to advise that 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 Coordinator.

Human Resources Division  
The Regional Municipality of York  
P.O. Box 147  
Newmarket, Ontario  
L3Y 4W9  
Fax (416) 895-4232



Our group of companies, involved in highway construction, waste management and transportation has openings for two

### DATA ENTRY CLERKS

One position is permanent, the other is temporary for four months. The ideal candidates will have several years of input experience, preferably in payroll.

Interested applicants are requested to send a resumé to:



Director, Human Resources  
Miller Paving Limited  
P.O. Box 4080, Markham Industrial Park P.O.  
Markham, Ontario L3R 9R8

Office Help 525

### WANTED

- Speed Typist -  
To work at busy newspaper, 15 to 20 hour per week.  
Call Deb Weller  
294-2200

Office Help 525

### OPTOMETRIC RECEPTIONIST Assistant

Permanent Part Time  
If you are outgoing, energetic, efficient and can work some evenings, please send your resumé to:  
Box 4563  
c/o Economist & Sun  
9 Heritage Rd.,  
Markham, Ont L3P 1M3