

Careers Careers Careers

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Careers 505

Careers 500

Career Training

Hyundai Auto Canada Inc., one of Canada's leading automobile importers, is currently seeking 2 energetic individuals for the following positions:

Advertising Secretary

6 Month Contract

You will provide secretarial services to our Advertising department and distribute materials to our dealer network. Your 2 to 3 years of related secretarial experience is enhanced by strong organizational abilities and a thorough knowledge of WP 5.1 and Lotus 1-2-3. In addition, you are creative, detail oriented, and enjoy working independently.

Administrative Clerk

6 Month Contract

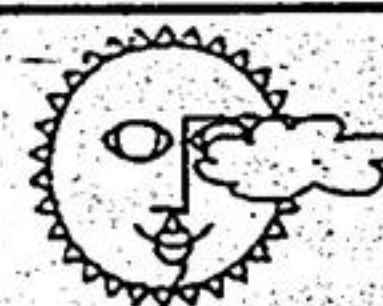
In this capacity, you will perform a variety of administrative services for our busy Purchasing and Administration department, including mail distribution and switchboard relief. Energetic with a high level of initiative, you enjoy taking on a variety of duties.

Hyundai Auto Canada offers a salary commensurate with experience. Please forward your resumé along with salary expectations, in confidence, to: **Carol Derohanian, Hyundai Auto Canada Inc., 75 Frontenac Drive, Markham, Ontario L3R 6H2. Fax: (416) 477-0187.**

We thank all candidates for their interest, however only those under consideration will be contacted.



Principals Only Please



Participation House

FINANCIAL MANAGER / CONTROLLER

Participation House is a charitable non-profit organization providing accommodation, programs and services to physically disabled adults.

The position of Financial Manager/Controller reports directly to the Executive Director and will provide support at the Board and Administrative level.

We are seeking a self-motivated individual with an accounting designation of C.A., C.M.A. or C.G.A. who has had 3-5 years experience in the non-profit sector.

Experience in the development and monitoring of government funded programs would be an asset.

Applicant must be bondable and computer literate. A general working knowledge of a DataBase program, as well as proficiency in the following software, is desirable: Accpac, Bedford and Lotus 1-2-3.

Please submit resumé and salary expectations in confidence, not later than **July 30, 1993** to:

Sharon M. Lawlor
Executive Director
Participation House
9 Butternut Lane
Markham, L3P 3M1
Fax: (416) 294-7834



COMPUTER/OFFICE SKILLS

WordPerfect AccPac
Lotus 123 Bedford
Windows Dos
Typing dBase
Start anytime-Flexible schedule
Day and evening Courses

ACADEMY OF LEARNING MARKHAM - 940-8973

LAI D OFF - OVER 45 - You may qualify for training assistance from the Provincial Government

525

Office Help

PERMANENT PART TIME SECRETARY RECEPTIONIST

Required for the Markham area. Approximately 24 hours per week. Accurate typing skills necessary. Please call:

Elaine at 475-8412

RECEPTIONIST/ TYPIST

An electronics company in Markham requires a Receptionist / Typist with excellent communication and people skills. Proficiency in Microsoft Word for Windows is required. Familiarity with the Meridian Norstar System is an asset.

Please forward your resumé to: Human Resources, The Surfact Mount Technology Centre Inc., 635 Hood Road, Markham, Ont. L3R 4N6 Fax: (416) 479-1877
NO PHONE CALLS PLEASE

PERSON FRIDAY

An energetic, outgoing & mature person is required for our busy Middlefield & Steeles office.

The successful candidate must have an excellent command of the English language, along with good telephone skills. WordPerfect (minimum 55 wpm) & Accounting (DBase IV) is required.

Please phone for an appointment or fax resumé to:

Mr. John Uffe
Waste Stream Management Inc.
Phone: 297-0280 Fax: 297-8054

PART TIME

ACCOUNTS PAYABLE CLERK

Rapidly expanding distribution company looking for a mature, experienced individual to perform all accounts payable functions, up to G/L & Vendor reconciliations. Candidate should be able to work independently with minimum supervision. Please fax resumé to the **Controller**.

470-7906

ACCOUNTING CLERK REQUIRED

Concord company has opening for an individual in the accounting department. Must be proficient in Lotus 1-2-3 and have an accounting background. Knowledge of payroll administration in a computerized environment is an asset. Fax resume including salary expectations to:

738-9021

PLEASE CHECK YOUR ADS

Notice of error in your advertisement must be given following the first day the ad appears. The Economist & Sun, Tribune and Weekender assumes no financial liability for typographical errors or copy omissions other than the cost of space occupied by the error. Call 294-4331 or 294-2200.

Economist & Sun MARKETING ASSISTANT

PART-TIME

Busy Real Estate department has an immediate opening, 3 days per week. Must be outgoing, well groomed with good people skills. Car essential.

For interview please call:
Debra Wellar
Director of Advertising
294-2200

TRAVEL CONSULTANT PART-TIME

Sears Travel Service is a leader in the leisure retail travel industry. We currently have an opening for a **Part-Time Travel Consultant** to join our Markville team. This is an ideal position for a consultant with a minimum of one year's experience. Matrix and Apollo experience an asset. Excellent potential for the qualified applicant.

Please send resume in confidence:

SEARS
Travel Service
Personnel Manager
Sears Canada Inc.
Markville Centre
5000 Highway #7
Markham, Ont. L3R 4M9
Sears Canada Inc. d.b.a Sears Travel Service

555 Domestic Help Available

CLEANING Lady available for Markham, Unionville, Stouffville & Milliken. Experienced, reliable, reasonable & references. Call Lisa, 499-9164.

TWO Polish experienced women will fully clean your house or apartment for a reasonable price. References on request. Please call Barbara at: 491-6398.



510

General Help

\$200-500 WEEKLY!

Assemble products at home. EASY! No selling, your paid direct. Fully guaranteed. No experience necessary. Call:

1-800-737-7887
ext. 213, 24 hours

PART TIME MECHANIC

Required for Golf Course. Should have knowledge of small engines and lawn mowers. Suitable for retiree.

Call **640-1233**

Markham Dodge Chrysler requires a **part time clerk** to assist in our busy Service Department. Hours are 8 a.m. - 12 noon, Monday - Friday. Must be fluent in English & Chinese.

Please contact:
John Longman
471-1500

HAIRDRESSER/ ESTHETICIAN

Required for Unisex Salon to take over existing clientele. Salary negotiable or rent your own chair.

Call **Ralph, 471-5540**

REPLYING TO A BOX NUMBER?

Be sure to include the appropriate box number and the **complete mailing address**. The Classified boxes will be held open for 30 days from the last insertion of the ad. Mail received after this time will not be held or returned.

510

General Help

!!! Excellent Business Opportunity !!!

Wouldn't you enjoy the freedoms of being in business for yourself? Are you motivated, have good communication skills? Take the first step towards financial independence.

Call **471-9559**

535 Dental, Medical, Hospital

EXPERIENCED DENTAL RECEPTIONIST / ASSISTANT

Required for busy team oriented practice. Strong communication & interpersonal skills a must. Knowledge of computer an asset.

Please call **Janet at Dr. Kevin F. Brown's office** to arrange an interview:
294-4700

775 Daycare Wanted

BABYSITTER wanted for 1 infant. Full / part time. Markham area. In our home. 294-7624.

DO you love children? Do you drive? Be our nanny. References required. Leave message. 884-8017.

775 Daycare Wanted

LIVE-IN babysitter / light housekeeping required. Good English skills, responsible and reliable. References required. Immediate. 940-5808.

791 Business Services

PERSONAL, private, 24 hours-a-day voice mailboxes. As low as \$1 per day. Call 99M Corporation, 479-5155, ext. 326, start now - September 471-1971.

530

Sales Help



Has full & part time **sales positions** available immediately. Successfully candidates must be experienced in the areas of lumber, building materials and related hardlines. Knowledge of computerized invoicing and inventory control an asset. Please send or drop off resumé to:
Don Park Lumber
171 Esna Park Drive
Markham, Ont. L3R 4J1
Attn. A. Melanson

Experienced Sales Consultant wanted for **FRENZ LEATHER** at Markville Mall.

Must be responsible & fashionable. Part time with full time management possibilities in the Fall.
Call **TAMARA**
at 415-0531 or Fax resumé to 789-9357.

Tribune

ADVERTISING SALESPERSON REQUIRED

Our busy community newspaper in Uxbridge is growing. If you have sales experience and are seeking a challenging, full time position, please send your resumé to: **Box 4573, 9 Heritage Road, Markham, Ont. L3P 1M3. Attention: Phyllis Ritchie or FAX your resumé to: 294-1538.**