

Careers Careers Careers

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Career Training

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Careers

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Careers

Fall 1993 Business Courses

- ◆ Financial Management
- ◆ Writing a Detailed Business Plan
- ◆ Supervisory Skills
- ◆ Customer Service Management
- ◆ Customer Service for the Retail Industry
- ◆ Investigating Your Market
- ◆ Sales/Sales Promotion

To be delivered in Markham by:
DIAMOND MANAGEMENT INSTITUTE

Eligible registrants must be employed or self-employed and be living or working in North York or York Region. Courses run two evenings / week (Supervisory Skills is two days). A \$25 administrative fee is applicable.

Tuition is paid for by:
INDUSTRIAL TRAINING COMMITTEE
FOR NORTH YORK AND YORK REGION COMMUNITY
Through Employment and Immigration Canada

For information or to register call
1-800-268-0339

EXECUTIVE ASSISTANT TO CHIEF OPERATING OFFICER

Star Data Systems Inc. has been named "Canada's Fastest Growing Company" by Profit Magazine and is Canada's leading supplier of real-time financial information systems. We're proud of our achievements and seek a professional Executive Assistant to enhance our administrative staff.

To perform effectively in this role, you should be a highly motivated self starter with 5 years experience at the executive administrative level. Emphasis is placed on thoroughness, accuracy and a high standard of quality. An excellent working knowledge of PC software is essential.

If you enjoy working in a fast paced, dynamic environment, this may be the position you have been looking for.

Send your resumé in confidence to:

Star Data Systems Inc.
7030 Woodbine Avenue
Suite 800
Markham, Ontario
L3R 1A2
Attention: Human Resources
NO TELEPHONE CALLS PLEASE

OPPORTUNITY KNOCKS!

Home, Auto and Travel Insurance. A professional insurance brokerage has an exciting opportunity for aggressive and dynamic telephone sales and service representatives to join our team.

RIBO licence, enthusiasm and a winning attitude are a must. You should be people and computer friendly too! Excellent compensation / benefits package. Opportunity for advancement be a part of our success story...

Send resume today to Box 4583
Economist & Sun

9 Heritage Rd. Markham, Ont. L3P 1M3

JR. ACCOUNTING CLERK

A leader in the business of developing, manufacturing, selling, and servicing proprietary data communications networking hardware and software, we are currently looking for a bright and energetic individual to join our Accounting team.

Duties will include:

- Data entry
- Invoicing
- Collections
- Cash Receipts
- General accounting tasks

Perle Systems offers an excellent benefits package and competitive salary.

Interested candidates should submit their resumé with covering letter to:

Perle Systems Limited
60 Renfrew Drive
Markham, Ontario
L3R 0E1
Fax: 475-8646
Attn: Tracey Bolin
(No telephone calls please)

515

Skilled & Technical Help

MARKHAM JEEP EAGLE

GOOD CARS, GOOD SERVICE,
GOOD PEOPLE!!

MECHANIC NEEDED

Skilled technician to join our busy team, we'll trade high quality wages for high quality work. Here's what we offer:

- Above average flat rate wages
- We Care, Friendly atmosphere
- Skilled support staff
- 4 Bay, 4 Hoist shop
- Daily uniform changes
- Loyal customers
- Quality vehicles
- Chrysler video & classroom training
- Medical plan

TALK TO US ABOUT OUR FUTURE TOGETHER
CALL LARRY THORNE OR STAN MALETA

Jeep Eagle
at **471-4505 NOW**

555 Domestic Help Available

CLEANING LADY - 15 years experience. Available to clean houses in the Markham / Unionville area. Please call 298-3208.

EXPERIENCED housecleaner expanding business. Reliable and hardworking. Own equipment supplied. Free estimates. References. Call Carolyn at 416-473-7480.

GET 3 for the price of one! House up to 3000 sq. ft. will be cleaned for only \$60. Vacuuming, dusting, floors washed, washrooms, kitchen, windows, ledges and baseboards. Call Rula at 479-4945.

SPECIAL WORD PERFECT 5.1 AND LOTUS 123 FOR \$125.00

Other courses available:

MS Word	ACCPAC
MS Excel	Bedford
Windows	DOS
Typing	dBase

Start anytime - Flexible schedule
Day and Evening Courses

ACADEMY OF LEARNING MARKHAM - 940-8973

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

510

General Help

FULL TIME TEMPORARY SHIPPER/RECEIVER/ORDER PROCESSOR

Markham published requires person for busy, single person warehouse operation.

DUTIES:

- picking and packing orders
- shipping and some receiving duties
- stock organization and general warehouse duties

QUALIFICATIONS:

- previous experience in above duties
- healthy, energetic person able to work with minimum of supervision
- good math and reading skills
- attention to detail

Please send resumé stating salary expectations to:

Box 4584, Markham Economist & Sun
9 Heritage Road, Markham, Ont. L3P 1M3

CRAZY KARLS

Is now hiring people with small cars needed to deliver small electrical appliances in the Markham area. No experience necessary. \$400 per week to start.

For interview call
477-5203

WEALL & CULLEN COUNTRY BARNS

Requires a hardworking dependable cleaner to work a variety of evening hours as part of our maintenance staff. Successful applicant must be bondable and have own transportation.

Applications may be picked up at our Reception Desk between 9 a.m. & 5 p.m., 4300 Steeles Ave. E. at Kennedy Rd. Closing date is Sept. 3rd.

No phone calls please

For more Career Ads see Page 17.

NO EXPERIENCE PLEASE "(MARKHAM)"

20 motivated self starters needed for aggressive management training program. Must have neat appearance and be willing to earn \$300-\$600/week while learning how to manage one of our distribution centres.

For an interview call:
Lisa (416)475-2413



PHONE PROFESSIONALS

Work for evenings, weekends
Wages + Bonuses

Please call
477-1934

VACATION CLUB in Richmond Hill requires enthusiastic individuals to fill the position of HOST / HOSTESS for evenings and weekends. Part time and full time positions available. Contact Phyllis or Vanessa, at 771-8155 between 9 am to 4 pm.

525

Office Help

A Markham based company is currently seeking a:

SWITCHBOARD OPERATOR/ CLERICAL PERSON

Duties include: answering calls, receiving visitors, keying of accounting data along with general clerical/accounting duties.

Candidates should possess excellent verbal communication skills, strong keyboarding skills and attention to detail. Personal computer and accounting knowledge would be an asset.

Please send your resumé to:

P.O. Box 4582
9 Heritage Road, Markham, Ont. L3P 1M3

THE "SINGING MACHINE"

(Karaoke Store)

Requires a

Full Time

RETAIL SALESPERSON

Call 472-1289

540

Restaurant

PINE APPLE INN UNIONVILLE

Hardworking person needed immediately. Duties include: dishwashing, light cleaning & prep. Full time 9 to 5. Call:
David Watt, 940-6639

RECEPTIONIST/ SECRETARY

Required by a small but active consulting engineer firm. Full or part time, must have WP5.1. Unionville location.

Please call
494-6670

RECEPTIONIST/SECRETARY

Required immediately!

We are a fast growing Canadian telecommunications company moving into new corporate offices located in Markham. If you enjoy being the best you can be and want to be an integral part of a successful team; you are very presentable and possess strong interpersonal skills; PC literate (Word/WP5.1, Excel/Lotus, etc.) we would like to hear from you.

Please FAX us your resumé in confidence to (416) 940-6526 by Sept. 1. Appropriate candidates will be contacted immediately for an interview. No agencies please.

RECEPTIONIST/ DATA ENTRY

Must have experience in W.P. Lotus & ACCPAC.
Please phone 887-5851 or fax resumé to 887-5858

RECEPTIONIST/ CUSTOMER SERVICE

Full time, excellent phone and typing skills (60 wpm) required. Must have knowledge of WordPerfect & ACCPAC.

Please fax resumé to:
Summerlee Company
Attn: Kelly, 479-7057

HEALTH COUNSELLOR REQUIRED

For well known weight loss clinic. We're still looking for that right person - are you that person? Excellent people skills and sales experience a must. Full & part-time position available at our Markham location. Excellent bonus opportunity. Only those qualified need apply.

477-6999