

Careers Careers Careers

500

Career Training

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

530

Sales Help

SALES POSITION Available Immediately

A rapidly growing company is seeking an energetic, enthusiastic individual for a full time position in the area of commercial, industrial and contractor sales. The successful candidate must have an in-depth knowledge of lumber, building materials and related hardlines and be aggressively sales and service oriented.

Remuneration consists of salary based on experience with a complete comprehensive benefit package.

Applicants are asked to send resumé to:

**Don Park Home Care
171 Esna Park Drive
Markham, Ontario L3R 4J1
Attention: Al Melanson**

RETAIL SALES POSITIONS

AVAILABLE PART-TIME.

Apply in person at:
**Canadian Tire Store
5945 Main St., Stouffville.
640-5800**

\$1600 BASE & COMMISSION AVAILABLE

Needed to start NOW, 3 outside sales reps. Will train. We have leads in an established area. Must be neat & have good verbal & written English skills. Own vehicle a must. Also, part time evenings & weekend openings.
Call 477-0123, for interview

CUSTOMER SALES & SERVICE REPRESENTATIVES

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 is preferred, 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 resumé today to Box 4583
Economist & Sun
9 Heritage Rd., Markham, Ont. L3P 1M3

510

General Help

SEWING - LIGHT ASSEMBLY WORK

Involving shearing, machine sewing & boxing of material.

Apply at
67 Steelcase Rd., Markham

PART TIME HELP WANTED

40 hours per week. Good command of English. Start immediately. Salary \$7.25 hour.

Call A.P. Video Int.
Steve Purves, 886-8273, ext. 255

525

Office Help

525

Office Help

Stock Transportation Group Ltd. a leader in the school bus transportation industry, has an immediate opening at Head Office for a:

SECRETARY

As a progressive organization, we require an energetic and motivated individual to support Our Drive For Excellence. Your primary responsibilities will include providing administrative support for senior management, acting as a resource for our eight divisions, and assisting as Receptionist when needed.

The successful candidate will possess a college diploma or, a high school business diploma along with a minimum of 3 years of relevant experience. Proven skills in the areas of word processing, telephone reception and dictaphone use is a must. Demonstrated interpersonal skills are essential.

If you are interested in being a part of a fast-paced and growing organization, offering a competitive wage and benefit package, forward your detailed resume in confidence to:

**Stock Transportation Group Ltd.
100 Allstate Parkway, Suite 402
Markham, Ontario
L3R 6H3**

Attention: Marcia Johnson
Or fax directly to 940-0421

Our Drive for Excellence!
STOCK

RECEPTIONIST

(\$28,830 - \$32,932)

The Ontario Lottery Corporation is currently seeking a bilingual Receptionist for our Scarborough sales office.

Responsibilities of this position include answering a busy switchboard, reception duties, word processing, and a variety of related duties.

Qualified applicants will possess a minimum of two years experience on switchboard; a pleasant and professional telephone manner; excellent WordPerfect and Lotus 123 skills; exceptional customer service and interpersonal skills; strong organization skills, including the ability to work under pressure and meet deadlines; and the ability to work well on their own and as part of a team. Candidates must also possess excellent oral communication skills (English and French) and good writing skills.

Interested individuals are requested to submit an up-to-date resume no later than Wednesday, October 13, 1993, to:

Ontario Lottery Corporation
Human Resources Division 714/93
P.O. Box 4900
Don Mills Station
Toronto, Ontario
M3C 3R9

Dedicated to Employment Equity

HWY. 48/16TH AVENUE

Entry level position, **Person Friday**. WP 5.0 an asset, order entry and knowledge of credit / collections helpful and a friendly disposition will be the requirements for this position.

Please contact **Charlie**
471-2611

PERSON FRIDAY

BILINGUAL, full or part time wanted for a Markham Cosmetic distributor with a knowledge of sales. Must be fluent in French & English and willing to learn the business from the ground up.

Call Mrs. Benham, 477-4252

PART TIME

RECEPTIONIST/SECRETARY

(Some Afternoons & Weekends)
Required immediately by busy Real Estate office in Stouffville. Person must have good telephone manner, fluent English & typing skills. Computer knowled an asset. Will train.

Drop resumé off to:
Century 21 Keen Realty Inc.,
5917 Main St., Stouffville, Ont.

The Classifieds

EXPERIENCED SECRETARY

For busy lawyer, Unionville. Pay commensurate with experience. Must be familiar with WP 5.1, WP-WIN 5.2. No legal experience necessary. Chinese an asset, but not necessary.
Contact by resumé to: **Peter J. Lewarne,
4701 Highway No. 7 East
Unionville, Ontario L3R 1M7
or to FAX No. 477-7668.**

McCully, Baghel Claims Consultants

We are a firm of claims consultants dealing with accounting and investigation of property and casualty claims, including accident benefit claims under OMPP (automobile policies).

Secretary

If you possess a good working knowledge of WordPerfect and Lotus 123, enjoy variety and have a good telephone manner we would be interested in hearing from you. Previous experience in dicta typing would be an asset, but is not essential if you are willing to learn. This is a non-smoking office.

Please send your resumé to:
Aileen Gerrard
McCully, Baghel Claims Consultants
9120 Leslie Street, Suite 102,
Richmond Hill, Ontario, L4B 3J9.

PART TIME RECEPTIONIST

for Medical Distributor

Please fax resumé in confidence to:
Denise at 416-479-9609

515 Skilled & Technical Help

REQUIRED IMMEDIATELY Experienced Carpenter

Own tools preferred

642-5938

Canadian Tire Markham

requires

- PRICERS 10 p.m. to 6 a.m.
- CASHIERS Part Time Evenings

If you are enthusiastic and self-motivated, we offer you the opportunity to join our team.

Apply within:
**Canadian Tire
8675 McCowan Road
Markham, Ontario**

ADMINISTRATIVE ASSISTANT

We are a bustling education centre who requires an overly organized self motivated assistant to the president and sales manager who can do everything. The responsibilities include reception and telephone, invoicing, account collection, course registrations, word processing, marketing assistance, travel coordination, etc.

This is a position for a mature individual who works well on their own. We offer a pleasant non smoking environment.

Fax your resume in confidence to 508-6217

RECEPTIONIST / OFFICE CLERK

Required for small office located Hwy. 7 / Woodbine area. WordPerfect 5.1; Lotus 123, bookkeeping and manual payroll experience required.

Salary: 25 to 30K plus benefits.

Hours: 8:30 a.m. to 5:00 p.m.

Please apply in confidence to:

Receptionist
P.O. Box 489
Gormley, Ont. L0H 1G0

555 Domestic Help Available

CLEANING lady available for Markham, Unionville & Stouffville. Thorough, reasonable, references. Call Lisa, 499-9164.

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, window ledges and baseboards. Call Rula at 479-4945.

RELIABLE cleaning lady available full or part time. Please call Sandra, anytime, 294-8294.

OFFICE MANAGER/COMPTROLLER

Located in Markham we're a mid-size computer distributor. Applicants must have accounting / payroll background. Will train on IBM Accounting System.

Salary range \$45K - \$50K plus profit sharing.

Apply in confidence to: **Box 4591
Markham Economist & Sun
9 Heritage Rd., Markham, Ont.
L3P 1M3**

Admin. Assistant (M.I.S.) to 34K. Strong P.C. skills using DOS, Paradox, Lotus, WP 5.1, Harvard, Project Workbench & Desktop Publishing. Excellent communication with knowledge of budgets.

Call Pam at 222-4431
CREATIVE PERSONNEL

535 Dental, Medical, Hospital

We are looking for a CHIROPRACTIC ASSISTANT/RECEPTIONIST

In our Markham Clinic you must be energetic and able to smile, tap dance, answer phone, book appointments, collect fees and look after our patients children, all at the same time. Basic typing and computer skills necessary.

Hours: Tues. & Thurs., 8 am - 7 pm
Sat. 8 a.m. - 12 noon

(some flexibility in hours is essential i.e. when other staff on vacation or ill).

Drop resumé off:
**WHITE CHIROPRACTIC CENTRE
8A Centre St., Markham
294-7000**

HYGIENIST

Part time Wed. & Thurs.

**Dr. Boadway, Stouffville
640-6688**

510

General Help

PACKAGERS

Needed for temporary assignments in Markham and Scarborough areas. Light duties.

**Pal Temporary Service
472-2222**