

Careers Careers Careers

500

Career Training

525

Office Help

TORONTO SCHOOL OF BUSINESS

SERVING MARKHAM, THORNHILL, STOUFFVILLE & UXBRIDGE

START A CHALLENGING CAREER

Register NOW for classes starting October & November

YOU CAN DO IT...IN JUST 6 MONTHS

- We participate in government programs
- Financial assistance may be available
- If you are 45 years of age and have recently been laid off you may qualify for training assistance



TORONTO
School of Business



Choose From Our Exciting Career Options:

| | | | |
|---|---|------------------------------------|--|
| 1 BUSINESS ADMINISTRATION | 2 WORD PROCESSING | 3 ACCOUNTING & COMPUTERS | 4 COMPUTER PROGRAMMING & SYSTEMS ANALYSIS |
| 5 LEGAL SECRETARY/MEDICAL OFFICE ASSISTANT | 6 MICRO COMPUTER BUSINESS APPLICATIONS | 7 HOTEL & RESTAURANT MANAGEMENT | 8 BANK TELLING & FINANCIAL SERVICES |
| 9 MICRO COMPUTER ELECTRONICS | 10 DENTAL CHAIRSIDE ASSISTANT | 11 TRAVEL & TOURISM | 12 EXECUTIVE SECRETARY |

For free interview: CALL 472-2591 24 hrs.

LONG DISTANCE 1-800-265-3466

5694 Highway 7 East, Markham - FREE PARKING

DAY & EVENING CLASSES — ENROLL TODAY!

"SWITCHBOARD/RECEPTIONIST"

We have an immediate opening for a "SWITCHBOARD/RECEPTIONIST". Applicants should be conversant with WordPerfect and Lotus/Symphony software programs and enjoy both reception and telephone duties.

If interested in applying for this position, please forward resumé with salary expectations to:

SWITCHBOARD/RECEPTIONIST
Box 4592, 9 Heritage Road
Markham Ont. L3P 1M3

(We thank all candidates for applying however, only those under consideration will be contacted).

OFFICE HELP

Required full time. Accurate typing, computer friendly, good verbal & written English skills.

Fax resumé to: **475-6841**
Attention: Shirlee

570 Employment Wanted

SECRETARY
Administrative Assistant wanting to work full or part time in Markham, Stouffville or Unionville area. Also willing to work out of home office. Computer skills as follows: Word Perfect 5.0, Word Perfect 5.1, Basic Lotus & AS400. Please call: 471-6345.

MAN WITH CHAIN SAW
LOOKING FOR: Wood lot clearing, tree removal, brick, block, stonework, house paintings - You name it - WE DO IT. Reasonable rates. Top quality work. References available. 640-8321, 640-8457.

RECEPTIONIST

Required. Wednesday / Friday for accounting office. Call Cindy at:

477-4666
on Monday or Tuesday

570 Employments Wanted

ACCOUNTANT, SECRETARY, GIRL FRIDAY, requires full or part time position. Many years experience in manual / computerized and financial / cost accounting, including F/S's, payroll and gov't. reports. Skilled in Word Perfect, Lotus 1-2-3, AccPac Plus... will work in your office or mine. Possess high tech p/c with current applications, lazer printer, fax machine & modem. Will consider any opportunities. (905) 852-5523, (705) 426-5922.



SPECIAL WORD PERFECT 5.1 AND LOTUS 123 FOR \$125.00

Other courses available:
MS Word ACCPAC
MS Excel Bedford
Windows DOS
Typing dBase

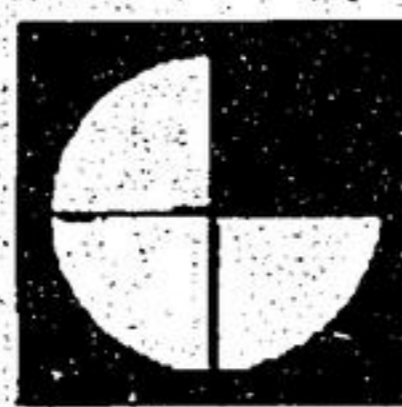
Start anytime - Flexible schedule
Day and Evening Courses

ACADEMY OF LEARNING
MARKHAM - 940-8973

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

525

Office Help



Gartner Lee Limited

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 role with Gartner Lee:

ADMINISTRATIVE CLERK

A position is available for an individual with a high school diploma and one year of office work experience, or five years of office work experience.

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. The candidate should possess excellent communication skills, and exhibit a sense of professionalism.

Qualified applicants should apply in direct confidence by October 15, 1993 to:

Ms. F. E. Marks
Gartner Lee Limited
140 Renfrew Drive, Suite 102
Markham, Ontario, L3R 6B3

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Careers

PERSONAL LINES PRODUCER

Martin's Insurance, a brokerage with a progressive business attitude, is seeking a **personal lines salesperson**. The individual must be highly motivated, personable, and preferably R.I.B.O. licensed. Reply in confidence to:

Peter Roche, Martin's Insurance
60 Centurian Drive, #210
Markham, Ontario L3R 9R2

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General Help

HAIRSTYLISTS

required for busy salons.
Call Days: 477-3585 or
Evenings: 283-9468

525

Office Help

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.

ADMINISTRATIVE ASSISTANT

Individual who is proficient in Word Perfect 5.1 and has knowledge of DBase required for small marketing / advertising office in Markham. Must have a minimum of 5 years experience handling a variety of duties in a fast-paced environment. Excellent telephone skills necessary. Please fax resumé to: 471-6810 or call Judy at 471-1289 for more information.

Collector - Temporary/Full-Time

(Denison & Kennedy area)

You will be responsible for collecting and reconciling approximately 1,300 assigned accounts in accordance with established procedures. You will also attend to "Orders On Hold" by interacting with Credit Analysts and customers, handle customer complaints by preparing claims promptly, prepare daily adjustments/write offs and monthly reports, as well as perform special assignments as required.

A self-motivated team player, you possess three to four years' experience in Collections or Credit Approval with exposure to on-line systems. Assertive and dependable, your eye for detail and demonstrated good judgement in making fast, sound decisions make you the ideal candidate. Involvement in MC1/credit courses would be an asset.

To pursue this opportunity, please forward your resume to:



Personnel Department
OE Inc.
1490 Denison Street
Markham, Ontario L3R 9T7
Fax (905) 475-1337

OE IS AN EQUAL OPPORTUNITY EMPLOYER

YORK REGION

Bridal SHOW

& FASHION EVENT, FALL 1993

Don't miss this opportunity for your business, product or service to be part of the Bridal & Fashion Event of the year!

The York Region Bridal Show will be promoted in The Era-Banner in Newmarket, Aurora & Georgina; The Liberal in Richmond Hill, Thornhill and Woodbridge; Barrie Advance; Markham Economist & Sun and the Stouffville Tribune; The North York Mirror and The Scarborough Mirror.

EXPOSURE TO 355,000 HOMES

You will also receive an ad in our Bridal Show Guide & Directory which will be handed out to everyone attending the Bridal Show! The latest wedding styles and trends will be highlighted - featuring bridal wear, jewellery, formal wear, catering, photography, make-up, florists, travel, disc jockeys, lingerie, limousine services and more!



Sheraton Parkway
Toronto North

600 Highway #7 East., Richmond Hill

Sunday
Nov. 14th/93
10 am - 5 pm

DON'T LET THIS OPPORTUNITY PASS YOU BY!
Contact your sales representative today to book your space at the show and your ad in the Bridal Show Guide & Directory booklet.

MARKHAM/UNIONVILLE 294-4331 STOUFFVILLE 640-2100
294-2200 UXBRIDGE 852-9741

Bookings deadline: MONDAY, OCTOBER 11, 1993