


Careers Careers Careers

500 Career Training

GET THAT JOB!



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

510 General Help

PROFESSIONAL TELEMARKETER

Needed immediately with experience in the printing industry for Richmond Hill based company. Experience in sales preferred. Must have excellent telephone skills and desire for advancement. Good base salary plus commission. Apply in person with resume between 9am-3pm.

**AIMCO LABOUR LEASE
1719 LAWRENCE AVE. E.
SUITE 201, SCARBOROUGH**

**Markham Dodge Chrysler
requires an Accounting Clerk,
3 days per week 9 a.m. - 5 p.m.
Apply to Lynda Mallon
at 471-1500 (9 a.m. - 5 p.m.)**

EXPERIENCED HOUSECLEANERS

Required. Must provide references and own transportation. Immediate openings, full or part time.

THE HOUSESITTERS
294-5425

PART TIME HOURS AFTER SCHOOL

For reliable, conscientious student to assist receptionist at front desk in Dental Office. No experience needed.

472-5522

If you have 15 hours a week that you would like to make productive/work from your home. Earn \$1500/month with an excellent 37 year old company.

Send inquiries to: Box 4577
Economist & Sun, 9 Heritage Rd.,
Markham, Ont. L3P 1M3

Immediate help required. New store requires: Counter, Deli Help & Cashier. Apply in person:

**The Chopping Block Meats
5051 Hwy #7 Markham Mews
479-6328 479-Meat**

515 Skilled & Technical Help

An Evangelical Organization serving individuals with developmental handicaps requires a Senior Counsellor - full time. DSW or equivalent. Behaviour Management, Leadership & Programming skills necessary.

Resumé deadline: December 10th.
345 North Street
Stouffville, Ont. L4A 4Z3

540 Hotel/Restaurant

EXPERIENCED KITCHEN HELP

Required - Hwy. 48 & 19th Ave.
For appointment call
640-2900

505 Careers

Toshiba, an international leader in technology, currently has a requirement for the following position:

Junior Accountant

You will be responsible for vendor invoice processing, g/l coding, monthly journal entries and report preparation, account reconciliations and other related duties.

The ideal candidate will have 2 - 3 years' accounts payable experience and must be currently enrolled in the 1st/2nd level of the CGA program. You will have a good working knowledge of Lotus.

We offer a challenging & rewarding career opportunity in a professional environment, a competitive salary and a full benefits package.

Interested? Please fax or send your resume in confidence to: Personnel Dept., TOSHIBA OF CANADA LIMITED, Industrial Electronics Sector, 191 McNabb Street, Markham, Ont. L3R 8H2. Fax: (905) 470-3521.

TOSHIBA
WE MEAN BUSINESS
INDUSTRIAL ELECTRONICS SECTOR

LABORATORY TECHNICIAN

RATCLIFFS/SEVERN LTD., a manufacturer of copper and brass strip products, seeks an individual to work in the Quality Control Department on a shift basis.

The successful applicant will be a community college graduate with a least a chemical technician certificate and will have up to 3 years experience in a heavy manufacturing industrial laboratory. The self-starter will have strong inter-personal skills, excellent verbal and written communications and should be familiar with metallurgy, SPC, ISO 9000 and be computer literate.

RATCLIFFS offers an excellent benefits and compensation package. Interested applicants may submit their resume, including salary requirements to:

**HUMAN RESOURCES DEPARTMENT
RATCLIFFS/SEVERN LTD.,
10537 YONGE STREET,
RICHMOND HILL, ONT.
L4C 3C5**

Principles only please.
While we appreciate all the responses we receive, only those under consideration will be contacted.
No telephone enquiries

FASTENER DISTRIBUTOR

Fast growing Richmond Hill distributor requires candidate for an entry level position. Initial duties will include shipping & receiving. After a comprehensive training program, promotion to sales or management is possible.

The ideal candidate requires a business background & preferably some experience in engineering or the fastener industry. Excellent work ethic, good communication skills and some computer literacy are essential. We offer a competitive salary & benefit package.

Please send resumé & salary expectations to:
Box 4580
9 Heritage Rd.
Markham, Ont. L3P 1M3

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525 Office Help

ADMINISTRATIVE ASSISTANT

To Mutual Funds-Sales Representative. Qualifications required courteous professional telephone manner. Quickly adapt to financial computer software. Good administrative and organizational skills & good typing skills. Average work week, 40 to 50 hours. Salary range \$22,000 to \$28,000 depending on qualifications. Reply by resumé to: 178 Main St., Unionville L3R 2G9. Attention: Anthony Magione or fax to 477-7095.

ADMINISTRATIVE ASSISTANT

Administrative Assistant required for a busy marketing department of leading software company located Hwy. 404 & 7. PC skills will include Word for Windows, Excel. Database exper. an asset. Relief reception and occasional travel is required. This is an excellent opportunity for you to become an active team member of a highly motivated company.

Send resumé to: Box 4578
Markham Economist & Sun
9 Heritage Rd.
Markham, Ont. L3P 1M3

ADMINISTRATOR

Temporary: Jan. - April 1994

Required to manage hectic office in Markham, provide secretarial support and handle complaints by phone. Must have solid experience using Word Perfect for Windows and own transportation.

Fax resumé with salary expectations to:
470-6779

510 General Help

NOBLETT CARPENTRY LTD.

- FRAMING OF HOMES / RENOVATIONS / ADDITIONS
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Granada's new Home Service covers every make and model of home entertainment product, regardless of where you bought it.

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550 Domestic Help Wanted

HOUSEKEEPER / Cook required. Monday, Wednesday, Friday, 9-5. Live out. Ninth Line and Bloomington, Stouffville. 649-5326

555 Domestic Help Available

CLEANING lady available for Christmas or anytime. Reliable, energetic, perfectionist. 479-6831.

EUROPEAN cleaning lady with experience and references. Markham and Unionville. Call anytime: 881-2608.

EXPERIENCED cleaning lady available weekdays. Markham, Stouffville, Unionville. Reasonable references. Call Lisa: 499-9164.

GERMAN housekeeper. Experienced, honest & reliable weekly service through. 283-4095.

SPECIAL for this Holiday Season - Saturday service. Get 3 for the price of one! House up to 3000 sq. ft. will be cleaned for only \$60. Makes a great Christmas gift for your loved one or before and after that special party. Call Rula: 479-4945.

Service Directory

GRANT E. BUCOSKY PAINTING & DECORATING

- Eavestrough
- Window Cleaning

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Reasonable Rates

Metro Lic B-11319 **477-2975**

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Jim - 479-1540

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