

Careers Careers Careers Careers

505 Careers

JUNIOR CREDIT ADMINISTRATOR
 Required immediately by Beamscope Electronic Entertainment, a sales, marketing and distribution company of consumer electronic entertainment.
 Requirements: One year of collection experience, ability to approve orders within the credit limits and experience in a computer based collection system a definite asset.
 If you are energetic, organized and willing to work in a demanding environment please send your résumé to Credit Manager, Beamscope Electronic Entertainment, 35 Ironside Crescent, Scarborough, Ont., M1X 1G5.
 Only applicants selected for interview will be contacted.

505 Careers

The **INDUSTRIAL TRAINING COMMITTEE** for NORTH YORK AND YORK REGION COMMUNITY
 Sponsored Training for UI Recipients
 Through
Human Resources Development Canada
CUSTOMER SERVICE TECHNIQUES
 This 120-hour program will develop the skills needed to succeed in any customer service related job. Included are the employability skills that were listed as essential in the Conference Board of Canada study.
 Eligible applicants will have at least 3 years' work experience. This full-time course runs from February 18 to March 31, 1994 and will include 10 days of job placement.
INDUSTRIAL SALES (Business to Business Selling)
 Good sales people are difficult to find and are among the most valuable asset of a company. This 123-hour program will provide the skills necessary to effectively sell in a business or industrial environment.
 Eligible applicants will have at least five years' work experience and at least one year in sales. This full-time program begins on March 4 and ends on March 31, 1994.
PLANNING AND STARTING A SMALL BUSINESS
 This intensive 140-hour program leads you through the process of developing your Business Plan. In addition, the program will provide you with a framework to assess the merits and viability of your business ideas.
 Eligible applicants will have a minimum five years' work experience and a business idea to be developed. This full-time program begins on February 21 and ends March 18, 1994.
Eligibility Criteria: Applicants for these programs must be unemployed and receiving UIC benefits at the time of the course start date and must reside in the City of North York or York Region. Minimum educational requirement is Grade 12 or equivalent. In addition, you must meet the experience requirements and successfully complete entry tests.
Location: Courses are held at the Sheraton Parkway Hotel at 600 Highway 7 East in Richmond Hill.


 Programs are offered at:
DIAMOND MANAGEMENT INSTITUTE
 SUITE 404, 95 BAYLY ST. AJAX, L1S 7K5
1-800-268-0339

505 Careers

TRANSIT
MANAGEMENT/SALES STAFF
 A rapidly growing footwear chain has positions available for individuals to join our successful team with the expansion to the Markham area.
 If you are:
 • Service Oriented
 • Ambitious / Energetic
 • Career Oriented
 • Professional
 Then this is the career for you. We offer a competitive salary and benefit package.
 Send resumé to: Transit Shoes
 17600 Yonge Street, Upper Canada Mall
 Newmarket, Ontario L3Y 4Z1
 Attn: Joanne O'Shaughnessy

500 Career Training

FREE COMPUTER TRAINING for the employed in keyboarding, WordPerfect, Lotus. Spaces Limited. Course starts January 31, 1994. Call 416-502-9383

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

FULL-TIME PC CUSTOMER SUPPORT REP
 A leading distributor of desktop products and services is currently seeking an office automation technician for its Markham office whose primary responsibility will be to provide telephone customer software support and troubleshooting. The successful candidate will hold strong communication and interpersonal skills, and a minimum 2 years experience troubleshooting a broad range of PC software products. Applicants are asked to FAX resumé to the attention of
Manager, Direct Services, (905) 940-0602

Managers/Sales Personnel
 for a leading computer retailer.
 Knowledge of microcomputers a must.
 If you are ambitious and want to get ahead, our expansion program offers excellent opportunities for the future. Previous retail experience is a definite asset. Send your resumé in confidence to:
COMPUCENTRE
 c/o Ken Penzes,
 Markville Shopping Centre
 5000 Highway No. 7, Markham, Ontario, L3R 4M9

510 General Help

PART TIME CLERK/CASHIER
 No experience necessary. Markham area. Please call: **OZ, at 771-0842**

PART TIME A/P PAYROLL CLERK
 Temporary at least 2 days per week. Must have A/P, payroll & LOTUS experience. \$9 per hour. Send resumé to: **FILFOR, 17 Meyer Circle, Markham, Ont. L3P 4C3.**

PART TIME BOOKKEEPER
 Required 2-3 days per week. Knowledge of ACCPAC Plus and accounts payable. Please phone and/or send resumé to:
John Posca - Running Free
 708 Denison St., Markham, Ont. L3R 1C1
 Fax: 477-9447 Tel: 477-7871

WORK HARD EARN HARD CASH
 Call 477-5203
 - Vehicle a must -

EXCELLENT INCOME!
 \$200 - 500 weekly.
 Assembling products at home. Fully guaranteed. No experience. Call 1-504-641-1114 Ext. H1193, 24 hrs.

510 General Help

EXCITING BUSINESS
 We're looking for enthusiastic, honest people to do additions in your market area. Easy work & fun. Must have VCR. Call Monday-Friday, 9am-6pm.
(519) 541-0387
 Ask for Gary

FULL TIME OR PART TIME Hairstylist & Apprentice
 To work in a progressive Salon.
 Ask for John
642-0336

525 Office Help

OFFICE CO-ORDINATOR
 Dale's Gardening & Landscaping Inc. is currently seeking an Office Co-ordinator who will assume responsibility for all clerical, bookkeeping, payroll and general office functions for a small company.
 Typing, filing, bookkeeping, payroll, monthly invoicing, and accounts payable will all be performed using Windows Microsoft Works and AccPac Simply Accounting Systems. Therefore, the successful candidate will have a minimum of 2 years office experience, good typing skills, experience using the above computer systems, and excellent interpersonal skills.
 If you are self motivated, able to perform all job responsibility for a one-person office and enjoy working independently please contact the undersigned:
 Dale Winstanley
DALE'S Gardening & Landscaping Inc.
905-642-4444

510 General Help

HAIRSTYLIST
 Required. Chair rental or commission available.
Call 640-3553

530 Sales Help & Agents

SALESPERSON WANTED
 For Automobile Sales.
 Experience an asset. To sell new & used cars. Competitive pay plan. 90 days probation.
 Call for appointment
LARRY COTTER FORD
LINCOLN MERCURY
640-4541

RETIRED EXECUTIVES WANTED
 Would you like to better your pension income and sell to your former business contacts a high quality line of promotional give-a-ways and corporate gifts? No investment necessary. Excellent commissions. Must have car. We provide samples and training. Write to:
Exquisit Enterprises Ltd.,
 R.R. #1, Cavan, Ont. L0A 1C0
 or fax to (705) 944-5788

SALESPERSON WANTED
 No Experience necessary, will train the right person. For commercial / industrial concrete floor coating. Commission only. Call:
Harold, 640-8019

535 Hospital, Medical, Dental

DENTAL RECEPTIONIST
 Experienced, mature, outgoing person for lively, busy Markham office.
905-294-6383

545 Teaching Opportunities

TEACHING POSITIONS AVAILABLE
 Professional qualifications required:
 • University Degree
 • Experience an asset
 Primary / Intermediate
 Senior / Secondary
 Part time & Full time summer
 Please call
940-9768

550 Domestic Help Wanted

HOUSEKEEPER required 4 to 5 days a week. Own transportation. Occasional babysitting. 887-5300.

555 Domestic Help Available

EXPERIENCED Health Care Aide / Babysitter / Housekeeper with excellent references available from 1:30 pm - 6 pm, Monday - Friday. Call Gloria at 502-0747.

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

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, kitchen, washrooms, window ledges and baseboards. Call Rula: 479-4945.