

Careers Careers Careers Careers

500

Career Training

515

Skilled & Technical Help

525

Office Help



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

EXCELLENT INCOME!

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

GENERAL LABOUR POSITIONS

- Concord, Aurora, Newmarket
- Temp and long term - Shift work
- 2 Licensed Fork Lift Operators (Newmarket)
- Must have 2 work references
- Work boots and own transportation a must

MOTIVATED PERSONNEL

Concord (905) 669-4597
Newmarket (905) 836-0132
for an appointment

HAIRSTYLIST

Wanted or be your own boss and rent a chair. Unionville Salon.

Call 470-7507

CRUISE SHIP JOBS

\$300 - \$900 weekly. Gift shops, casino dealers, deck hands, tour guides, etc. No experience necessary. Hiring men/women.

1-504-641-1160
ext. C1193, 24 hrs.

525

Office Help

SALES ADMINISTRATOR

Toronto Office Systems Inc. requires a sales administrator with proven computer and communication skills as well as a dynamic personality. A minimum of 2 years experience is necessary.

Please call MRS. FRANK at
940-9950

PART TIME OFFICE HELP

Required approx. 20 hours per week, to include Saturdays. Send resumé to:

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

GENERAL ACCOUNTING CLERK

Stouffville
2nd or 3rd level CMA/CGA student required. Good working knowledge of Lotus, WordPerfect and other accounting software. Please fax resumé to:

CLUBLINK CORP. ATTN: CONTROLLER
905-649-1682

OFFICE HELP

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

Fax resumé to: 475-6841
Attention: Shirlee



GENERAL MOTORS OF CANADA LIMITED,
OSHAWA FABRICATION PLANT IS CURRENTLY
ACCEPTING APPLICATIONS FOR THE
FOLLOWING POSITIONS:

DIE DESIGN SUPERVISOR

Responsibilities include the following:
- Manage a computer-aided die design process
- Supervise and exercise technical direction over other die design engineers
- Provide creativity and initiative in administering General Motors progressive die design standards

Applicants will have completed a die design apprenticeship or possess equivalent work experience, have demonstrated experience in computer-aided progressive die design and supervisory skills.

MANUFACTURING ENGINEER

Responsibilities include the following:
- Coordination of projects and design activities including the design and implementation of process and equipment improvements
- Provide technical assistance to other engineers
- May be required to supervise production/trades employees in a manufacturing environment

Applicants will possess an engineering degree (mechanical or electrical), knowledge of manufacturing processes and procedures and will be willing to supervise a production/trades work group.

Applications are encouraged from qualified women, men, members of visible minorities, aboriginal peoples, and persons with disabilities.

Please mail your resumé, including references, by March 25th, to:

GENERAL MOTORS OF CANADA LTD.
1908 COLONEL SAM DRIVE
OSHAWA, ONTARIO
L1H 8P7
ATT: B. DAVIDSON
053-001

Applicants should be aware we operate on a shift basis and overtime may be required. We thank all applicants, however, only those selected for an interview will be contacted.

525

Office Help

RECEPTIONIST ASSISTANT FULL TIME

Need a compassionate, outgoing, organized, health conscious person who is looking for a career not just a job in a multi-disciplinary natural health clinic. Must have computer and previous clinic experience. Chiropractic an asset. Must have a car and willing to work 3 days until 7 p.m.

Please send resumé to:
185 Clayton Dr., 1A
Markham, Ont.
L3R 7P3

WORD PROCESSOR

Required full time for a dynamic Markham based consulting engineering firm.

Applicants must be skilled in using Word for Windows, Excel for Windows and must have background in WordPerfect.

The successful candidate will be a well organized, self motivated team player who is able to meet deadlines and coordinate multiple assignments.

If you are interested in working within a fast-paced environment with plenty of opportunity, please forward your resumé by Wednesday, March 17, 1994 to:

Box 4577, Economist & Sun
9 Heritage Rd., Markham, Ont.
L3P 1M3

ACCOUNTING

Fast paced accounting department is seeking an individual who is outgoing, hard working and has excellent command of the English language. The applicant must have experience in accounting and knowledge of Accpac and Lotus 123. The successful candidate will be responsible for dealing with clients, and maintaining computerized account sub-ledgers.

Send resumé to:
L. Elvidge, CA
250 Granton Drive
Richmond Hill, Ontario L4B 1H7
Fax No. (905) 764-1570

INSURANCE BROKER

- We Are Expanding -

If you are energetic and really like dealing with people, GREY POWER INSURANCE may be for you. We are dynamic, high-energy and rapidly growing brokerage, and offer an attractive compensation package.

We are looking for a R.I.B.O. and a Receptionist. If this appeals to you, send your resumé to (please no phone calls):

Kelly Aylwin,
Grey Power Insurance Brokers Inc.,
1 Valleywood Drive, Suite 6A, Markham, Ontario L3R 5L9

*PLEASE NOTE: We will shortly be relocating to Stouffville.

555

Domestic Help Available

HOME and office cleaning by European lady. Top to bottom - organize & other duties, 24 hours. Call Michelle, 475-8758

TWO cleaning ladies available for Markham and surrounding areas. Very reliable with experience and references. Phone (Debbie) & Renee, 472-9430.

MOTHERS HELPER. Relax this summer! Hire a French student from Quebec, as a mother's helper. Good references! Motivated girls! Call Honey at 416-223-8051.

570 Employment Wanted

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.

550

Domestic Help Wanted

CLEANING lady required 1 day every other week, 9 am - 3 pm. \$9 per hour. Thorough. Call 471-3080.

DATA ENTRY CLERK

Required immediately by Beamscope Electronic Entertainment, a sales, marketing and distribution company of consumer electronic entertainment products.

REQUIREMENTS: Experience with computers, some accounting background an asset. If you are energetic, organized and willing to work in a demanding environment, please send your resumé to:

Payroll Administrator
Beamscope Electronic Entertainment
35 Ironside Crescent
Scarborough, Ontario M1X 1G5

ONLY applicants selected for interview will be contacted.



CDI EQUIPMENT FINANCE INC.

Young, dynamic computer leasing company looking for a contract administrator with several years experience using Word Perfect and Lotus 123 for Windows.

Previous corporate/commercial legal secretarial experience would be an asset. Resumes to be sent by fax to 905-882-1102.

505

Careers

GOLF PRO

required for driving range in Markham area.
Call Cosimo at 905-471-7204 or 905-415-8570 evenings.

Classifieds are for everyone!

530

Sales Help & Agents

\$45,000.00 PLUS

Maintaining routes of established company - supplied accounts. No cold calling or prospecting. 100% annual repeat. Guaranteed base, \$305,200 quota. Must be bondable. Communicators, closers only.

Markham interviews via

(905) 564-2185

AUTOMOBILE SALES

WE are looking for additional sales personnel.

EASY pricing by computer makes your job easier, professional and productive.

Call 905-640-1610



5964 Main St.,
Stouffville

SALESPERSON

With knowledge in Packaging & Labelling Machinery. Must have 5 years min. experience - familiar with total North American market. Computer skills an asset. Be detail-oriented & organized.

Salary flexible depending on qualifications. Company located in the Newmarket area. Please submit detailed resumé to:

Box 2059 c/o Era / Banner,
P.O. Box 236,
Newmarket, Ont. L3Y 4X1

510

ST. ANDREWS EAST GOLF AND COUNTRY CLUB

requires:

- APPRENTICE COOK •
- COOK •

Call 640-4444

Tuesday, March 15, 9 - 3.

BRANDS FOR LESS WAREHOUSE SALE

Needs: • Cashiers
• Stock Handlers

Call 946-8320 or apply in person to:
501 Alden Road, Markham