


# Careers Careers Careers Careers

500 Career Training 505 Careers 505 Careers

**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

**Change for the better**

**senior purchasing agent**

6 to 9 month contract

At Allstate, our vision is simple - to revolutionize the delivery of insurance and related services by providing the tools and resources necessary to enable our agents and brokers to develop and sustain extraordinary relationships that give our customers 'peace of mind'.

As Senior Purchasing Agent you will purchase promotional products and coordinate the printing of advertising material and stationary for internal clients. You are well acquainted with vendor sourcing and evaluation and have superior oral and written communication skills. Five to Seven years purchasing experience in a financial services environment is essential, as is exposure to computerized inventory systems. You must have the means to travel freely in Metro Toronto and the surrounding area.

We offer an attractive remuneration package and the opportunity to apply your abilities with an organization that values and rewards success. Please send/fax your resume, in confidence, to: **Hermine Stephenson, Human Resources Department, Allstate Insurance Company, 10 Allstate Parkway, Markham, Ontario, L3R 5P8. Fax: (905) 475-4924. No agencies please.**

**Allstate**

**SYSTEMS SUPPORT ANALYST**  
(One year contract position)

We require a highly-professional, versatile individual with a university degree in Computer Science and/or 2 years experience in a systems related position. As the chosen candidate, you will act as a technical and operations resource person for multi-levels of staff numbering 400 within 25 offices. Therefore, you must be flexible and fairminded, with the ability to take charge and work independently.

In addition, you will be required to implement and maintain PC systems, programs and procedures, and have proven troubleshooting skills and experience in OS/2, DOS, WordPerfect and Lotus 1-2-3. PC teaching skills along with the ability to perform workflow analysis, are essential, as is a valid driver's license and a vehicle. Knowledge of OS/2 LAN Manager, LAN concepts and a basic understanding of the insurance industry is a definite asset.

Comprehensive in-house training will be provided. Apply in writing only, no later than April 1, 1994, to:

**Baswell Wright  
The Co-operators  
7300 Warden Avenue, Suite 110  
Markham, Ontario  
L3R 9Z6**

Good Value From People You Can Trust®

**the co-operators**  
Insurance/Financial Services

LIFE • RRSPs • HOME • AUTO • FARM • BUSINESS • GROUP

**510 General Help**

**STAFF REQUIRED**

For school age programs, 7:30 - 8:30 a.m., 3:30 - 6:00 p.m. E.C.E., Rec Leadership, Child & Youth Worker, Bachelor of Ed., student or grad required. Assistants also required, must be 18 years of age.

Please call 479-9196 anytime or 882-4840, 3 PM - 6 PM

**Tim Hortons**  
Stouffville

**FULL TIME BAKER**  
To start immediately

Experience preferred, but willing to train. Apply within or 642-6680  
Tim Hortons  
5534 Main St., Stouffville.

**DRYVIT SYSTEMS CANADA LTD.**, a leader in the manufacture of construction products, is seeking to fill some

**PLANT POSITIONS**

You must - be self-motivated  
- be flexible  
- fluent in English  
- willing to work in a fast paced environment  
- have plant work experience

We offer - Competitive Wages  
- Benefits  
- Growth Opportunity

Please forward your resumé to:  
Personnel Manager  
Dryvit Systems Canada Ltd.  
129 Ringwood Drive  
Stouffville, Ont. L4A 8C1  
or Drop In and Fill in an Application

**Youth Housing-(Markham) Incorporated**

**RESIDENTIAL CARE WORKER & RELIEF WORKERS**  
(Contract Positions Until March 31, 1995)

Residential Program serving homeless youth, 16 - 19 yrs. in Markham area. Life Skills and Counselling experience required. Car required.

**Residential Care Worker:** Shifts rotating 3 days on, 3 days off.

**Relief Worker:** As needed. Must be available on short notice.

Please reply with resumé to:  
Youth Housing - (Markham) Inc.  
5873 Highway 7, Suite 202  
Markham, Ontario L3P 1A3  
Only those receiving interview will be contacted.

**ADMINISTRATIVE ASSISTANT**  
**REQUIRED IMMEDIATELY**

**MUST HAVE:**

- Above average word processing skills (preferably Macintosh friendly)
- Highly organized - Self motivated
- Dynamic interpersonal skills

Please fax resumé to: **Sam Kewen  
Normerica Building Systems Inc.  
905-887-9671**

**555 Domestic Help Available**

**EXPERIENCED** cleaning lady with car seeks days work. Call 744-4064.

**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: 479-4945.

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

**STORE MANAGEMENT OPPORTUNITY**

**CITY SMARTS** **stefi lara**

We are a growing retail chain of better quality ladies fashions and are currently seeking individuals to join our store management teams at Markville Mall, Scarborough Town Centre and Hillcrest Mall.

The individuals we are seeking must thrive on the responsibility of managing their own store with the challenge and rewards that go with it. They must have proven sales experience and be adaptable to a fast paced results oriented environment.

Since we are a young organization there are many opportunities for individual growth, contribution and career advancement.

If you are the type of person who likes to "run the show", make decisions and be recognized for your results, you are the person we are looking for.

To apply for an interview please send your resume in confidence to:

**Mrs. Stella Doutra  
STEFI LARA  
Scarborough Town Centre,  
300 Borough Dr.,  
Scarborough, Ont. M1P 4P5  
OR FAX 416-340-1750**

**530 Sales Help & Agents**

**WANTED**

**AUTOMOTIVE SALES PROFESSIONAL**  
Increased business has created immediate openings for Sales Reps.

**WE OFFER**

- 18 car showroom
- Monthly & yearly bonus
- Strong floor traffic
- High commission plan
- Excellent working conditions

**YOU OFFER**

- Professional attitude
- Good working habits
- Desire to succeed
- Strong closing ability
- Willing to learn

Automotive experience is preferred, but will consider candidates with a strong sales background. For a confidential interview, please call:

**MR. A. FRIGAULT or MR. M. HALBERSTADT  
474-1350**

**McARTHUR FORD**  
8021 KENNEDY RD. (SOUTH OF HWY. 7)

**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**

**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.

**510 General Help**

**MARKHAM PARENT CHILD CARE**  
Requires a part time co-ordinator with child care experience (E.C.E. preferred) and good organizational skills. Tues./Wed./Thurs. and alternate Saturday mornings. \$10.00/hour.  
**Call 471-1620**

**515 Skilled & Technical Help**

**TOOL & DIE MAKERS**  
for company in Newmarket  
Must be experienced in building automotive progressive dies.  
Top wages and excellent benefit package.  
Open overtime.  
**Call (905)898-2291**

**ENTRY LEVEL MARKETING POSITION**  
Entry level marketing position with progressive publisher. Salary and car allowance. Please provide full information including salary and career expectations.  
Write **ADVERTISER, POBox 188, St. Catharines, Ont. L2R 6S4**

**510 Office Help**

**IF YOU:**

- Believe that personal security and safety is a concern for seniors
- Relate well to seniors
- Are community and service oriented

You can earn extra income while introducing members of your community to the benefits of a Protectalert Emergency Response System. Please respond in writing only to:

**Protectalert  
75 The Donway West,  
Don Mills, Ontario,  
M3C 2E9  
(Protectalert is not an MLM Company)**

**525 Office Help**

**ACCOUNTING**  
Small, fast-paced office requires a hardworking individual. Responsible for all subledgers. Must be computer literate and have good command of the English language.  
**PLEASE FAX RESUMES  
(416) 412-3714**

**RECEPTIONIST/SECRETARY**  
Required by a company in the Hwy. 7/404 area. The individual must have good telephone manner as well as good secretarial skills. Minimum 2 years experience. Duties include: reception, telephone, Word Perfect, typing, basic LOTUS and general office duties. Salary commensurate with experience. Please send resumé to: **Box 4578, 9 Heritage Rd., Markham, Ont. L3P 1M3.**

**GETTING BACK IN THE WORK FORCE?**  
A progressive leader in manufacturing is looking for a mature, experienced, self-starter to fill a part time role as **secretary**. Send your resumé in confidence to:  
**110 Denison St., Unit 1  
Markham, Ont. L3R 1B6  
or Fax (905) 477-8670  
Only those considered will be contacted  
No Agencies Please**