

# Careers Careers Careers Careers

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Career Training

## TUITION FREE COURSE LOOKING THROUGH WINDOWS CALL NOW!

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

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

505

Careers

## MARKETING CO-ORDINATOR

Join our entrepreneurial team to:  
• co-ordinate client mailings and events  
• provide client service  
• develop and maintain computer-based client information system

Your qualifications must include:  
• mutual funds license and knowledge of insurance industry; strong interpersonal and organizational skills; computer skills  
(Please send your resumé by June 30) to:

**MONEY CONCEPTS FINANCIAL  
PLANNING CENTRE**  
6132 Main Street  
Stouffville, Ontario L4A 1A6  
Ph. (905) 642-4540  
Fax (905) 642-4537

## Markham Insurance Broker Tom Buckley Insurance

Requires P/L CSR to service accounts and quote new business. Minimum 3 years experience. RIBO licenced.

Fax resumé to: (905) 479-0259

## AUTOMOTIVE LEASING CONSULTANT REQUIRED

WE OFFER:

- Excellent working conditions
- Top employee benefits
- Above average commission plan
- Ongoing training

WE REQUIRE:

- Previous leasing experience
- A winning attitude
- Long term employment
- Ability to take direction

For a confidential interview,  
please call  
**STEPHANIE GOWING**  
between 2 p.m. & 4 p.m.  
at 294-2831



515

Skilled & Technical Help

## HELP WANTED

Licensed truck mechanic for fleet garage. Capable of wide variety of repairs. Competitive wages and benefits.

Attn: Paul Quayle  
**Don Anderson Haulage Ltd.**  
P.O. Box 490  
Stouffville, L4A 7Z7  
905-640-3981  
Fax: 905-640-8677

505

Careers

505

Careers

**Peoples Jewellers Corporation**, Canada's leading jewellery retailer, currently has opportunities at Head Office, Don Mills for:

### Watch Coordinator

Applicants must be high school graduates with good communication skills and experience in minor watch repairs. Warehouse and/or retail jewellery experience as well as database experience is preferred.

### Senior Inventory Control Clerk

Applicants must have two years work experience in either general accounting, accounts payable and/or inventory control as well as an appropriate degree or diploma. Current enrolment in the CGA or CMA Program (2nd/3rd level) is mandatory. Lotus skills are essential and P.C./Mainframe database experience is preferred.

We offer competitive salaries, generous benefits, and a smoke free environment.

Qualified candidates are invited to send a resumé, clearly indicating the position of interest, to: **Human Resources Department, Peoples Jewellers Corporation, 1440 Don Mills Road, Don Mills, Ontario M3B 3M1. Fax: (416) 391-7856.**

We thank all applicants, however, only candidates selected for an interview will be contacted.

No agencies or telephone calls please.

**PEOPLES**  
for everyone

An equal opportunity employer.

525

Office Help

## ACCOUNTING CLERK

Purchasing, accounts payable, inventory, payroll, full time. Computer skills essential. Knowledge of plants and herbs an asset.

Fax resumé to:  
905-640-6641

## A/R A/P

Junior person required 3-4 mornings per week for busy Markham company. Must be fluent in English and have A/R, A/P and collections experience. Non smoking office.

Please fax resumé to Margaret:

905-475-8324

## RECEPTION/ OFFICE ASSISTANT

Permanent position. Good communication and customer service skills.

Duties include: accounts receivable / payable, order entry, payroll, customer service. Some computer knowledge needed. Must be fluent in English & French.

Call 905-415-0418

## PART TIME PERSON FRIDAY

Knowledge of computer an asset.

Fax resumé to:  
905-887-1741

## RECEPTION/ OFFICE ASSISTANT

Permanent part time position, 3 days per week for small high tech company in Markham. Accounts payable / receivable, filing, PC experience preferred. Please fax resumé to:

905-513-7651

## CLIENT SERVICE REPRESENTATIVE

We are looking for an experienced CSR to round out a professional service team. The applicant should possess a R.I.B.O. license and be an energetic team player with a minimum of 2 years CSR experience. We offer a competitive salary/bonus package including excellent medical, dental, and other benefits. *The Insurers* is a reputable, established and growing General Insurance Brokerage offering Financial Services to over 6,000 customers in the Unionville and Markham area.



**The Insurers**  
the home and auto experts

Please send resume to Bonnie Koehnke or leave a voice message at 905-477-5022 Extension 385

**The Insurers Inc.**  
200 Town Centre Blvd., Suite 101  
Unionville, Ontario, L3R 8G5

525

Office Help

## FULL TIME RECEPTION/PERSON FRIDAY

Small but busy firm requires bright, energetic individual. Candidates must possess good English, communication skills. Typing, computer literacy plus good phone manner required. Position pays \$16,500.

Apply in writing with resumé to: **Human Relations  
35 Riviera Dr., Unit 2, Markham, Ont. L3R 8N4**

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.

525

Office Help

Required immediately for fast paced office, energetic team players to handle various responsibilities including: telephone reception and inbound sales and service calls. Word processing skills an asset.

Reply to:

**Personnel Dept. #227  
Granton Marketing  
250 Shields Crt., Unit 10B  
Markham, Ont. L3R 9W7  
Fax: 905-474-5051**

**INVENTORY SYSTEM PROCESSING /RECEPTIONIST RELIEF RECONCILING, P.O.S. SUPPORT.** Good phone skills. Computer experience essential, accounting knowledge preferred.

Please fax resume and expected salary to 905-738-9021

535

Hospital, Medical, Dental

## DENTAL ASSISTANT

Energetic, people orientated chairside assistant required part time in a very busy, growing family dental practice in Uxbridge. Must be a knowledgeable, efficient, self starter. In office experience with associated references is mandatory.

905-852-3131  
Dr. Laurie Cruise-Baxter  
Dr. Lena Boudukian

## CERTIFIED DENTAL ASSISTANT

Full time, must be HARP certified for local Markham dental office. Please call:

471-6617

## PHYSIOTHERAPIST

Full or part time position available. McKenzie/Manual Therapy Training an asset.



Please call  
Jennifer Hicke  
905-471-4259



Receptionist/Assistant for dental office. HARP certification required. Temporary position.

Please phone:  
905-470-1277  
Mon. - Thurs.

525

Office Help

## FULL TIME OFFICE HELP

To start immediately! Word processing / correspondence with accuracy & speed. Computer data entry, scheduling and running reports. Plus general office duties. Bookkeeping knowledge an asset.

Fax resumé to  
Shirlee at 905-475-6841

## RECEPTIONIST/ SECRETARY

Company located in Markham requires full time receptionist / secretary, with minimum 2 years experience. Must have excellent telephone communication and typing skills, complete with word processing and Lotus 1-2-3 experience. Send resumé to:

361 Steelcase Rd. W.  
Units #5 & 6  
Markham, Ontario  
L3R 3V8  
or fax to: 905-477-4219

## ORDER ENTRY CLERK

Fast growing distributor of Health and Beauty Aid products in Markham looking for part-time Order Entry Clerk.

Must have computer data entry experience, preferably Accpac. Part-time job initially 2-3 days a week, likely to grow into full time employment. Applications to be made in writing, with resumé to:

401 Bentley Street, Unit #2  
Markham, Ontario L3R 9T2

## RECEPTIONIST

With A/P & data entry experience required for busy office. Hwy. 7 & 404 area.

Please submit resumé to:

160 Cochrane Dr.  
Markham, Ont. L3R 9S1  
Attn: File 94-07