

# Careers Careers Careers

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Careers

## CO-ORDINATOR

Non-profit student exchange organization seeks person active in own community to facilitate foreign exchange high school students in academic homestay programs. Co-ordinator places students in high school and family and provides on-going support for the school year. Strong organizational, public relations and counselling skills required. Opportunity for future growth within the organization. Those with prior experience will be given preference.

Resumé and letter of interest to:  
C.H.I., Box #2, Lynden, Ontario L0R 1T0

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Careers

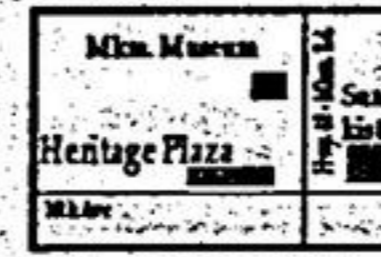
## Computer Training Sales and Support



INTERNATIONAL LTD.

## Classmates

5990 16th Ave. Unit 200  
Markham, Ontario L3P 7R2  
Tel.: (416) 472-8684



## 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

## 555 Domestic Help Available

RELIABLE cleaning lady available to clean your home or office. Call Kris Hoover, 640-2089.

## 550 Domestic Help Wanted

FULL-TIME live-in housekeeper required by professional couple. Cooking, laundry and cleaning. References: 474-0757.

Office Help

Join a company with a proven track record.

## Collector

(Denison &amp; Kennedy area)

You will be responsible for collecting and reconciling approximately 1,300 assigned accounts in accordance with established procedures. You will also attend to "Orders On Hold" by interacting with Credit Analysts and customers, handle customer complaints by preparing claims promptly, prepare daily adjustments/write offs and monthly reports, as well as perform special assignments as required.

A self-motivated team player, you possess three to four years' experience in Collections or Credit Approval with exposure to on-line systems. Assertive and dependable, your eye for detail and demonstrated good judgement in making fast, sound decisions make you the ideal candidate. Involvement in MC1/credit courses would be an asset.

In return, we offer attractive benefits and competitive compensation in a challenging and rewarding work environment. To pursue this opportunity, please forward your resume to:



Personnel Department  
OE Inc.  
1490 Denison Street  
Markham, Ontario L3R 9T7  
Fax (416) 475-1337

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General Help

## The Insurers

Insurance Brokers Inc.

### PART TIME TELEMARKETING REPRESENTATIVE

PROPERTY/CASUALTY INSURANCE INDUSTRY

#### APPLICANT SHOULD BE:

We require a part time telemarketing representative, necessary in achieving our marketing objective for 1993.

This position would be suitable for a student, homemaker or senior, willing to work a few hours per week from either home or office.

#### COMPENSATION:

We offer a good hourly rate that would serve as an attractive supplement income for the right candidate.

#### COMPANY:

The Insurers is a reputable, well established and growing General Insurance Brokerage in Unionville. We offer professional and competitive Financial services to over 5,000 customers in the Unionville/Markham area.

Please call: Stephen Way at 477-5000  
or send resumé to

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

## SECRETARY/BOOKKEEPER

Permanent, part time person required by a growing Markham C.A. firm. Candidates for this position must have working knowledge of Wordperfect, bookkeeping experience and a pleasant telephone manner. Approx. 25-30 hrs/wk.

Forward resumé to:

Reilly &amp; Stainton Chartered Accountants

209 Main St.  
Unionville, Ont.  
L3R 2G8



## MOLLY MAID

Are you looking for:

- Excellent hours (Mon. - Fri.)
- Good wages
- Company car
- Good working conditions

MOLLY MAID can offer you all of the above and more call 472-2575

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General Help

## \$200-500 WEEKLY!

Assemble products at home. EASY! No selling, your paid direct. Fully guaranteed. No experience necessary. Call:

1-504-641-7778  
ext. 213, 24 hours

## HAIRSTYLIST ESTHETICIANS

### NEW CONCEPT!!

HIRING now for new salon at Hwy. 7 & Warden featuring entirely new & exciting ideas.  
HAIRSTYLISTS with 3-5 years experience, able to do full service. Excellent wages & commission.  
ESTHETICIANS also required, excellent wages & commission.  
PHONE 929-2582 for personal confidential interview, ask for Dina, 9:30 a.m. - 4:30 p.m. Mon.-Fri.

## Experienced CLEANING PERSON

for small office at weekend

Call 477-2300  
Weekdays: 8:30 - 4

## PRESSPERSON

Busy label manufacturer has an opening for experienced, reliable person. Flexo experience required.

764-3745

## EDUCATIONAL CONSULTANT/SALES

World Book Educational Products has excellent full or part-time sales positions for people who dress neatly, have excellent interpersonal skills and a pleasing personality. Experience in teaching, working with youth groups, or church work helpful. Parents and teachers do well with us.

Call 449-2358

## CERTIFIED HOMEMAKERS

Earn \$10 per hour plus tax benefits. Specializing in Seniors and Alzheimer's. Must have own car. Send resume & references to B.M.C. Home Companion Services, P.O. Box 29518, 13075 Yonge St., Richmond Hill, Ont. L4E 3N1. 773-4201

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General Help

## CRUISE SHIP JOBS

Earn \$300/\$900 weekly

Year round positions. Hiring men / women. Free room / board. Will train.

Call 1-504-646-4500  
ext. C504 (24 hours)

525

Office Help

## SALES ADMINISTRATOR

Challenging opportunity for an energetic, well organized individual to grow with a young aggressive international sales organization.

You are highly proficient in WordPerfect 5.1, you have an excellent telephone manner and possess the written and verbal communication skills required to effectively service and international distribution network. You are a creative starter with the ability to assume responsibility.

If you match the description, please forward your resumé including salary expectations in confidence to:

Ms. Nancy Sim  
101-1001 Denison Street  
Markham, ON. L3R 2Z6  
Fax (416) 477-8381  
NO AGENCIES PLEASE

## PART TIME

Small multi-company, Gormley operation requires part time (1-2 days per week), experienced, versatile and self-motivated person to handle most phases of office of office routine. Constructive and/or trucking office experience an asset.

Work includes: accounts payable / receivable, postings, government remittances. Good telephone manner, limited typing and transportation required.

Please reply to: MANAGER  
P.O. Box 194, Gormley, Ont. L0H 1G0

## ATI TECHNOLOGIES INC.

### Switchboard Receptionist

ATI Technologies Inc. is looking for a mature-minded, unflappable type of person who enjoys being a receptionist in a fast-paced, busy environment who can handle hundreds of calls a day and still remain calm! You have several years' experience on an SL1 system and a proven track record for directing calls quickly and efficiently.

This is your opportunity to join an undisputed leader in the PC marketplace. If you thrive in an entrepreneurial environment please forward your resumé indicating salary requirements to: Human Resources Department, ATI Technologies Inc., 3761 Victoria Park Avenue, Scarborough, Ontario M1W 3S2. (We thank all candidates for applying, however, only those under consideration will be contacted. No phone calls please.)



## DATA ENTRY

Required for property management company. Custom designed programs. General office experience required. Immediate opening.

Fax resumé to  
416-940-2349

MARKHAM Consulting Engineering Firm requires permanent part time secretary. Duties include: wordprocessing (IBM Samna), filing, phones, general office.

Please send resumé to:

McGregor-Allsop Ltd.  
64 Bullock Drive  
Markham, Ontario L3P 3P2  
Attn: Mrs. P. Wolfe

## UNIONVILLE MOTORS

has 2 positions available

### 1. Vehicle Detail Person

Duties to include: cleaning & detailing of new, used & body repair vehicles. Person must be experienced and able to work with a minimum of supervision.

### 2. Salesperson

Must be experienced, preferably in G.M. products, would also prefer candidate to be bilingual in Chinese and English.

Call for appointment  
John Jamieson  
477-1666