

Careers Careers Careers

500 Career Training

505 Careers

525 Office Help

555 Domestic Help Available



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

United Way of York Region requires a Campaign Associate Manager. This is a full time contract position.

Qualifications:
•Excellent planning and organizational skills.
•Ability to analyze.
•Computer literate.
•Good knowledge of York Region.
•Enjoy working with volunteers.
•Ability to work with wide variety of people.
•Sales experience and asset as well as previous experience in United Way or non profit organizations.

Apply with salary expectations to:

Executive Assistant
United Way of York Region
3980 14th Avenue, Suite 13-14
Markham, Ontario, L3R 0B1

No phone calls please.

We have an immediate opening for a
"SWITCHBOARD/RECEPTIONIST"

Applicants should be conversant with WordPerfect and Lotus/Symphony software programs and enjoy both reception and telephone duties.

If interested in applying for this position, please forward your resume with salary expectations to:

SWITCHBOARD/RECEPTIONIST
HAUGHTON GRAPHICS INCORPORATED
851 Middlefield Road
Scarborough, Ontario M1V 2R2
Fax #291-9605

(We thank all candidates for applying however, only those under consideration will be contacted. No phone calls please.)

EXPERIENCED woman seeks daytime work cleaning or ironing. References. Please call 472-6692.



Read the Classifieds

505 Careers

EARN A GOOD INCOME FROM YOUR OWN HOME

We Watch Private Home Day Care is looking for mature, reliable individuals interested in providing quality day care in their own home.

We need providers in Markham, north of Hwy. 7 from Hwy. 48 to Woodbine and Birchmount / Warden / Steeles area.

For more information call: **479-5789**



MAKE MONEY WITH SHOP AT HOME PARTIES

As an importer of ladies fashions we are launching a new exciting collection at wholesale prices. We are looking for an individual that is self motivated with a good sense of fashion. On commission you set your own hours and can earn from \$10,000 to \$75,000. Please reply to Paradigm, 55 Avenue Rd., Suite 2500, Toronto, Ontario M5R 3L2.

545 Teaching Opportunities

E.C.E.

Required for toddler room beginning March 1st, replacement for 6 month maternity leave.

The Children's House Daycare Centre, Stouffville.

640-2905 or 231-5713

Teleflora Canada

Teleflora Canada, a floral wire service located in Markham, is seeking a Customer Service Representative for part-time work (one day per week). We offer full training to an individual who possesses good communication and accurate typing skills and who enjoys telephone customer contact. Previous PC experience and conversational French would be definite assets.

Telephone June Ying 940-1010

SECRETARY RECEPTIONIST

2 days per week for contracting firm. Strong office skills: word processing, banking. Please send resume to:

110 West Beaver Creek
Unit 24
Richmond Hill, L4B 1J9

FULL TIME SECRETARIAL POSITION

Word Perfect, typing skills and pleasant manner a must for fast paced office. Send resume to:

P.O. Box 1209
Uxbridge, Ontario

RECEPTIONIST

Lighting firm requires person with good typing / computer skills. Also some sales & customer service required for order desk. Please call:

888-1368

PART TIME MEDICAL SECRETARY UNIONVILLE

Experience and/or computer knowledge an asset. Call:

Carol, 470-9696

SERVICE DIRECTORY

to place your ad call

- Markham/Unionville 294-4331
- Stouffville 640-2100
- Uxbridge 852-9741

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All types of repairs and alterations and remodelling. Appliance installations

Free estimates • 24 hour service

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Bob @ 609-9447

NO JOB TOO SMALL

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- Basements
- Kitchens
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- Competitive Pricing
- References Available
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QUALITY WORKMANSHIP

Phone **CARL** or **SCOTT**

470-0730

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Ask for Nick

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\$169.99

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470-0020

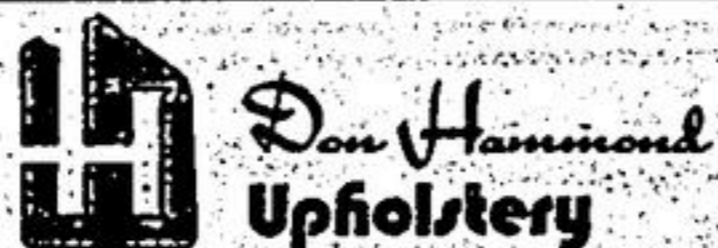
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References

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Re-Roofing & Repairs

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METRO LIC. #B7395



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640-1110

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