

Careers Careers Careers

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SOCIAL DIRECTOR

"State of the Art" Fitness Club in Markham requires an independent, well organized person with an outgoing personality to create, organize, schedule, supervise and promote social events for Club members. Club or leadership experience is an asset, and related College or University degree is preferred. The candidate must be detail oriented, and able to work within budgets. Time management skills, self motivation and creativity are essential as well as excellent communication skills (verbal & written).

The hours will vary with evenings and weekends involved; remuneration between 25 - 30 K, depending upon qualifications.

Please call

B. Evans at 477-2418, 9:30 am - 1:30 pm
or fax resumé to 477-6146
or deliver to 20 Amber St., Ste. 6
Markham, Ont., L3R 5P4

JR. ACCOUNTANT

Required immediately by an International Engineering firm. Duties include project / general invoicing and analysis, accounts receivable follow-up, computer input, account analysis and report preparation. Must have completed 1st year CMA/CGA or equivalent. Must have LOTUS/EXCEL, keyboarding/ typing skills.

Definite assets: familiar with Macintosh and 1 year work experience.

Interested candidates should send resumé to:

Box 4593
Markham Economist & Sun
9 Heritage Road
Markham, Ontario
L3P 1M3



COMMUNITY HOME ASSISTANCE TO SENIORS

Help support seniors in their own homes.

Be part of an expanding employment opportunity, with chances for advancement, and ongoing training.

Homemaker positions available for evening, overnight and weekend. Duties may include caregiver relief, personal care, meal preparation, and light housekeeping.

Minimum requirements - Homemaker Level 2 or HCA.

Car needed.

Please talk to our service coordinators at
(416)-294-4240 if you are interested.

TROW, a leading multi-disciplinary consulting engineering and testing company with a Branch Office in Markham requires a

SENIOR SECRETARY

You will have a minimum of 5 years secretarial experience with strong computer and administrative skills for general duties in a genial, growing office in Markham. Good English skills essential. Mac experience an asset.

Apply to: Mrs. C. Stinson, Trow Consulting Engineers Ltd., 171 Denison Street, Markham Ontario L3R 1B5

Tel: (416) 470-0073 Fax: (416) 470-9848

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General Help

FULL TIME TELEPHONE QUALIFIERS WANTED

Mature and dedicated English speaking people required. No selling. Leads provided. Comfortable environment at our Markham office.

409-4094.

Is this you?



INTERNATIONAL LTD.
Classmates 472-8684

INTRODUCTORY, INTERMEDIATE, ADVANCED COURSES

505

Careers

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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

EXPERIENCED cleaning lady available for Markham & Unionville. References. Phone Maxine: 686-0744.

EXPERIENCED cleaning lady available. Markham, Unionville & Milliken. 431-1378.

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

EXPERT reliable lady will clean your home, weekdays. Call Rose at 472-2010 after 5 PM.

PERSONALIZED cleaning services is presently expanding. Let us clean your home or office. Reasonable rates. Call 852-9273.

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General Help

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General Help

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General Help

TELEPHONE RESEARCHER

For telephone survey work. Bilingual - Cantonese / English. Evenings & Saturdays. Work from home. No selling. \$12 hour + bonus.

Ross & Associates
416-841-2782

RACING/BREEDING FARM

Requires reliable self-starting young man Saturdays or Sundays, drive tractor.

640-6819, after 6 PM

SUPERINTENDENT

Needed for small adult building in Markham. Inquiries telephone:

887-9537 or
293-6742

GRAND OPENING

Jobs! Jobs! Jobs!

18 openings available world's largest fragrance company. Management training available, start immediately. No experience necessary. Full time only. Positions in inventory, administration, assistant management and management.

Call Sheila, 449-8844

EXPERIENCED RECEPTIONIST

Successful candidate will have:
- a cheerful, friendly telephone manner
- an outgoing, self motivated personality
- good organizational skills
- impressive word processing abilities
- travel arrangement experience

Please reply in writing to:

Office Manager
John Woodbine Postal Outlet
P.O. Box 42007, 2851 John St.,
Markham, Ontario, L3R 5R0

Earn up to \$346.00 per week to assemble Christmas Decorations at home. No selling to do, no door to door. Work available across Canada. For more info, send a self addressed stamped envelope to: **The Worlds Magic Christmas, 130 Slater St., Ste. 750, Ottawa, Ontario, K1P 6E2.**

Experienced Golf Course Construction and Maintenance Help

Call 477-2300

Weekdays 9-4 p.m.

Opportunities in Florida rebuilding from Hurricane Andrew now in progress.

516-929-0341
ext. A301

FOSTER PARENTS for children (ages 5-13 yrs.) to live in your home. Complete training & support provided. One of the parents must be at home. Renumeration provided.

REGESH FAMILY & CHILD SERVICES
For more info, please call 495-8439

Food Service Equipment and Supply Company requires **warehouse person**. Duties: shipping, receiving, equipment overhaul and repair. Must be customer oriented and mechanically inclined.

Reply to: **P.O. Box 99, Gormley, Ont. L0H 1G0**

Part-Time Recreation Centre Assistant familiar with pool maintenance & some fitness instruction, for York Region High Rise Condo. recreation facilities. Respond by FAX: (416) 508-7751

525

Office Help

AVAILABLE IMMEDIATELY

Short term, full-time position. Intermediate level A/R, A/P skills. Knowledge of property management accounting. Lotus an asset.

Send resumé to:

Human Resources
ARMADALE CO. LTD.
180 Renfrew Dr., Suite 100
Markham, Ontario
L3R 9Z2
Fax: 477-6897

TEMPORARY BOOKKEEPER'S ASSISTANT

Required for general office duties. A/R, A/P, Data Entry. Relief for 6 month maternity leave - March - August '93. Experience required.

Send resumé to:

**P.O. Box 64578
Unionville, Ontario
L3R 0M9**

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Hospital, Medical, Dental

REGISTERED NURSES, PHYSIOTHERAPISTS AND OCCUPATIONAL THERAPISTS

Required for full time positions in Texas and the USA. Ranging from active hospitals, chronic care and community settings. Competitive salaries, benefits and relocation expenses. For more information contact: **Trillium Human Resources, R.R. #3, Ayr, Ontario N0B 1E0, 519-632-8423.**

PART TIME EVENING RECEPTIONIST

For busy Markham dealership. Fluently bilingual in Chinese / English would be an asset.

Apply in person:

**Service Manager
North Markham Honda
4611 Hwy #7 (at Kennedy)
Markham**

RECEPTIONIST/CLERICAL

Required by automobile dealership. An excellent telephone manner and typing skills are required. Duties will also include: accounts receivable / payable, data entry, as well as general office duties.

Please call Scott Campbell
at 477-3337

PART TIME SECRETARY

Experienced secretary and hostess for new home sales office. Weekend work required.

887-9302