

Careers Careers Careers

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Career Training

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Career Training

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Careers

TORONTO SCHOOL OF BUSINESS MARKHAM CAMPUS

**Our Practical
Training Can Lead to
a Successful Career**

Choose From These Career Options:

- COMPUTERS
- BUSINESS
- ACCOUNTING
- DENTAL
- SECRETARIAL
- TRAVEL
- BANKING & MORE.



TORONTO
School of Business

The
Practical
Choice!

PARTICIPATES IN GOV'T ASSISTED TRAINING

Call **472-2591** 24 hrs.
FINANCIAL ASSISTANCE MAY BE AVAILABLE
5694 HWY. 7 EAST MARKHAM - FREE PARKING

IMPROVE YOUR ENGLISH SKILLS ENGLISH AS A SECOND LANGUAGE

- Introductory to Advanced Level
- Very small Classes
- Limited Seats Available
- REGISTER NOW

515

Skilled & Technical

DO YOU HAVE BASIC TRADESMAN'S SKILLS?
ARE YOU PROUD OF THE QUALITY OF YOUR WORK?
DO YOU LIKE PEOPLE?
DO YOU OWN YOUR OWN VEHICLE?
(Van preferred)

ARE YOU ABLE TO ESTIMATE THE TIME REQUIRED TO COMPLETE SMALL PROJECTS?
IF YOU CAN ANSWER YES TO ALL OF THESE QUESTIONS YOU MAY BE THE PERSON WE ARE LOOKING FOR

NOBLE PROPERTY IMPROVEMENTS is a progressive company serving the homeowner and business in the area of small projects in installations, renovations and repairs. We have an ever growing list of customers who have come to expect the best in quality and service from us.

For a confidential interview please apply in person to:
3075 14th Avenue, Unit #11, Markham
between the hours of 9:30 and 5:00 ONLY



525

Office Help

525

Office Help

RECEPTIONIST/ SECRETARY

Required for switchboard, reception, typing and general office duties. Experienced with computer work, including WordPerfect, Lotus 123, and Windows would be preferred. Good salary and benefits for enthusiastic person with good telephone manner.

Please send resume to: Box 4575.
Economist & Sun
9 Heritage Road
Markham, Ont. L3P 1M3

PART TIME POSITION

Accounting firm requires a word processing person with experience in typing F/S, WP5.1 and reception duties. Required for 3 days/week, could lead to full time.

Please call
882-4100

ACCOUNTING CLERK

(Full/Part Time)
Required immediately. Accpac Plus experience required for A/R, A/P, Job Costing, G/L and other admin. duties.

Apply in writing to
IMPERIAL SURGICAL LTD.
150 Telson Road
Markham, Ontario L3R 1E5

Office Clerk required for progressive distribution centre. Applicants should have experience in distribution, computer skills, telephone skills, expediting, purchasing and sales.

Please send resume to:
Personnel Department
8050 Woodbine Ave.
Markham, Ontario
L3R 2N8

WINDOWS 3.1 SPECIAL \$150⁰⁰

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

505

Careers

REAL ESTATE OFFICE REQUIRES

Real Estate Assistant

Must licensed to assist busy sales person. Full or part time. Attractive salary plus bonus.

Front Desk Reception Staff

To handle busy switchboard and provide outstanding support to sales staff. Must be organized, experienced in real estate procedures, with good typing and computer skills.

Real Estate Recruiter

Full or Part Time. Real estate experience preferred. Generous remuneration package for motivated individual. This newly created position is a great opportunity for a hardworking, innovative person to develop an interesting and rewarding career opportunity.

Administrator/Bookkeeper

Great opportunity for skilled individual with a desire for variety. Process deals, accounts payable, receivable, payroll and financial statements on a fully computerized system. Perfect for a hardworking self-starter. Attractive compensation for right applicant.

For more information on these positions, submit resume and salary requirements to:

Box 4574
Economist & Sun
9 Heritage Road
Markham, Ontario
L3P 1M3

CLASSIFIEDS
WHERE THE ACTION IS



525

Office Help

530

Sales Help & Agents

GENERAL OFFICE PERSON

We are looking for someone with the following qualifications:

- Pleasant phone manners & excellent communication skills with previous customer service experience.
 - Office skills including WordPerfect, filing and inventory control;
 - You must be well organized, detail oriented, mature and very flexible
- Hours are from: 10 a.m. to 3 p.m., Mon.-Fri. in Markham.

Interested candidates can call:
Spiral Binding Co. Inc.
at 513-1894, after 3 PM

555

Domestic Help Available

BACHELORS & Bachelorettes - Career ladies & gents, have your apartment cleaned with TLC by Roula. FREE estimates. 479-4945.

RELIABLE cleaning lady will do some cooking. Please call Pat, collect after 6 PM. 852-9211.

EXPERIENCED woman seeking cleaning jobs in Markham, Unionville area. Seven years experience with references. 472-6692.

HOUSECLEANING to enhance your lifestyle, reliable & thorough. Call 416-723-2321.

MANAGER OF ACCOUNTING SERVICES

A rapidly growing distribution company requires a person to join its management team. Duties will include the overseeing of the accounting services department which provide comprehensive services to our North American distribution network.

If you enjoy working in a dynamic, fast-paced environment and have at least 2 years post-graduate experience with an accounting firm, please send us your RESUME AND SALARY EXPECTATIONS.

Knowledge of computers and U.S. tax regulations an asset.

Please send resume and salary expectations to:

Vice-President Finance
250 Granton Drive
Richmond Hill, Ontario
L4B 1H7
FAX: 416-764-1570

Union Villa

Union Villa Home for the Aged has the following full time position available:

Adjuvant

Qualifications: Completed course in Activation Techniques in Gerontology

Assets: Health Care Aide Certificate or Nursing background; interest in music, crafts.

This position requires experience working with seniors, general organizational skills and flexibility to coordinate programming schedules. Good physical health is essential. Some evening and weekend work may be required.

Forward resume to:

Susan Tooley
Manager, Activity Services
Union Villa Home for the Aged
4300 Highway No. 7
Unionville, Ontario L3R 1L8

550 Domestic Help Wanted

HOUSEKEEPER / COOK Live-in, weekends off, non smoker, pleasant, flexible hours, occasional babysitting in evening. References. Legal. Evenings, Karen: 642-0548.

LADY needs someone to sit with her 3-4 hours per day in the afternoons and to help prepare dinner. Suitable for a retired person. Please call: 640-3921 after 5 PM.

LIVE-IN nanny for 3 children, ages 10, 6 & 4. New baby expected in June. Nice family, good salary. Call 470-9696, Mon.-Fri., or 479-4225 weekends.

NANNY required for 3 school aged boys (one handicapped) and light housekeeping. Call after 6 pm or weekends, 471-4039.

Your Business
GETS ATTENTION
In The Classifieds

FASHION CONSULTANTS

Unique proven concept in quality Women's Accessories. Unlimited earning potential. Free training and support systems.

Malibu Creative Fashions
416-473-9696

SALES REPRESENTATIVE

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

The ideal candidate will possess a strong track record with a minimum of 2 years Outside Sales experience. Preference will be given to those currently selling to the Industrial Distribution and Supply Sector. Remuneration is on a generous commission basis and earning potential is unlimited.

If you background matches this description, please forward your resume in confidence to:

Ms. Christine Watters
101-1001 Denison Street
Markham, Ontario
L3R 2Z6
FAX: (416) 477-8381

NO AGENCIES PLEASE