

Careers Careers Careers

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Career Training

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Careers

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**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

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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

525

Office Help

ADMINISTRATIVE ASSISTANT

We are a computer manufacturer of hardware components who currently has an opening for an **Administrative Assistant**. Duties for this entry level position will include basic office duties as well as some sales and accounting support. Knowledge of the computer industry is an asset, but not required.

If this position is of interest to you, please fax your resumé to: **(416) 477-8323**.

**We thank all applicants for their interest although only those being considered for the position will be contacted.*

SENIOR SALES REPRESENTATIVE

Duties will include business and market development, training and motivation of independent distributors and developing and implementing sales programmes. Position involves extensive travel.

The ideal candidate will possess a strong technical or engineering background and must have a minimum of 5 years sales/marketing experience involving HVAC Controls. Fluency in English and French is desirable.

We are an established Company based in the Markham area. We offer an excellent compensation and benefits package.

Apply in confidence stating salary requirements to:

Box 3682, c/o The Tribune
Stouffville, L4A 1E2

ASSISTANT MANAGER

Required for local retail operation. Applicant will have own transportation, cashier experience, be able to work evenings, weekends and be able to do heavy lifting. Bookkeeping an asset, willing to train. Apply with resumé to:

Box 4577
Economist & Sun
9 Heritage Road
Markham, Ont. L3P 1M3

YORK REGION DISTRICT HEALTH COUNCIL

This recently formed District Health Council, located in Ontario's most rapidly expanding region is committed to its mandate of providing a vital health planning linkage between the local community, health care providers, various levels of government, and the Ministry of Health. In order to achieve its mandate, the Council is seeking to engage qualified individuals for:

HEALTH PLANNER (2 Positions)

The successful candidates for these full-time positions will possess extensive experience/education in a health related field. These highly motivated and skilled individuals will appreciate working in a team environment committed to quality and innovative solutions. At least one of the planners will have in-depth experience working with large data sets. Competitive salary and benefits.

OFFICE CO-ORDINATOR (part-time, 1 - 2 days per week)

The successful candidate for this position will have considerable experience in the development of computerized financial, payroll and filing systems. Experience in the development of resource centres would be desirable.

Please reply in confidence by March 8, 1993 to:

Graham Constantine
YORK REGION DISTRICT HEALTH COUNCIL
1091 Gofham Street, Suite 300
Newmarket, Ontario
L3Y 7V1

530

Sales Help & Agents

COMPUTER SALESPERSON

We are new and growing! Thanks to our happy and successful sales team, we are looking for two salespersons who want more challenge and a place to earn more money and have more fun!

Applicants must have basic knowledge of computer technology and peripherals. Selling experience in this area is preferred. This position will require travel. Applicant must own suitable transportation.

Our company offers competitive salary and benefits. For an interview, please send your resumé to:

Z & M ADVANCE TECHNOLOGY
225 ROYAL CREST COURT
MARKHAM, ONTARIO
L3R 9X6



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 resumé to:

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

550 Domestic Help Wanted

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

525 Office Help

510

General Help

CONTRACTORS REQUIRED

To construct 2400 block basement. Contracts to include: excavation, footings, block, parging, concrete floor. To be done first to mid April.

Please call Doug or Kim, **(416) 852-1905**

530

Sales Help & Agents

FASHION CONSULTANTS

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

Malibu Creative Fashions
416-473-9696

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

EARN \$1000 WEEK FROM HOME!

Processing mail, light assembly, sewing & crafts, toys, etc.

(416) 631-4791
Reference 15G

791

Business Services

**GLEN'S
SMALL ENGINE
REPAIRS**
473-9710

ADMINISTRATIVE ASSISTANT

Fluent in English, Cantonese and/or Mandarin. Knowledge of investment industry and computers an asset. Fax resumé to:

ROGER WU
733-5250

555 Domestic Help Available

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

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

510

General Help

Opportunities in Florida rebuilding from Hurricane Andrew now in progress.

516-929-0341
ext. A301

A vacation club in Richmond Hill is looking for outgoing & bubbly Hostesses for evenings and weekends. Salary or commission.

Call **771-8155** days or **764-5701** weekends/evenings

STUDENTS

\$11.00 Base Pay
Local firm has immediate openings, full or part time work available. No experience necessary. For an interview/appointment, call **946-8711**

791 Business Services

PERSONAL, private, 24 hours-a-day voice mailboxes. As low as \$1 per day. Call 99M Corporation, 479-5155, ext. 326.

794 Tax & Financial Directory

PERSONAL TAX RETURNS completed by professional accountant. Rates of \$20-\$30/return. Call LEIGH RIDENOUR, CMA, 852-4175.

770

Daycare Available

DAYCARE

Limited spaces available immediately for infants from 3 mos to 18 mos. The Markham Civic Centre Daycare "Town's Little Children" 479-7781

DAYCARE available in my home. Daily walks, hot lunches, 18 years experience. Please call: 471-4258.

ROOM for 2 excellent daycare like facility in private home, structured program (learning & fun). Kennedy & Denison. Call 477-9450.

RECEPTIONIST/ SECRETARY

Required for switchboard, reception, word processing and general office duties. Good salary and benefits for an energetic person with pleasant telephone manner.

Please send resumé to:
Box 4576
Economist & Sun
9 Heritage Road
Markham, Ont. L3P 1M3

\$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