

# 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
- LEGAL
- SECRETARIAL
- TRAVEL
- BANKING
- MEDICAL & 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

## WINDOWS 3.1 SPECIAL \$150<sup>00</sup>

### COMPUTER/OFFICE SKILLS

- WordPerfect
- Lotus 123
- Windows
- Typing
- AccPac
- Bedford
- Dos
- dBase

Start anytime-Flexible schedule  
Day and evening Courses

**ACADEMY OF LEARNING  
MARKHAM - 940-8973**

L.A.I.D. OFF - OVER 45 - You may qualify for training assistance from the Provincial Government

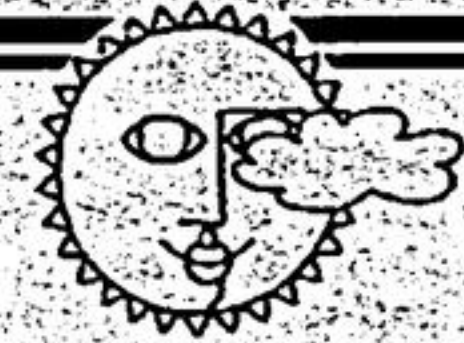
### PROFESSIONAL COMPUTER TRAINING

ADULTS and CHILDREN

**INTERNATIONAL LTD. Classmates**  
Tel. (416) 472-8684  
5990 16th Ave., Markham

Classmates International Ltd. is a Canadian firm providing a broad range of computer training courses catering to all levels of computer proficiency, corporate re-organization programs and employee training. Classmates International Ltd. is proud of its training philosophy. We offer state-of-the-art computer equipment in a small classroom environment (8 students per class). Its importance cannot be overstated, it plays a critical role in accelerating the learning curves of the participants.

\*Most courses



Participation House

## EXECUTIVE SECRETARY

Participation House is a charitable non-profit organization providing programs and services to physically disabled young adults.

The position of Executive Secretary reports directly to the Executive Director and will provide support at the Administrative and Board level.

We are seeking a highly motivated and well organized individual who has successfully completed an executive secretarial diploma course and is proficient in computer skills. Experience in this field would be an asset.

Please submit resumé and salary expectations in confidence not later than March 12, 1993 to:

**Mrs. Sharon M. Lawlor**  
Executive Director  
Participation House  
9 Butternut Lane  
Markham L3P 3M1  
Fax: (416) 294-7834

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.*

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Office Help

## 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**

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Careers

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General Help

## 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**

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

## MAIL DELIVERY

Full part time positions available for AM and PM Mail Route. Responsible individual with car. References required. Call:

Sat. between 1:30 pm & 3:30 pm  
**479-6245**

## ADMINISTRATIVE ASSISTANT

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

**ROGER WU**  
**733-5250**

## EXPANDING

20 positions must be filled immediately in our wholesale, distributing and warehousing outlet. Full time day work in sales, marketing or as a management trainee. Call immediately.

**853-9565**

## COSMETIC PACKAGING

Part time Production Line Workers by cosmetic manufacturing company, located in Markham. Must have own transportation.

Call **Pat Williams, 479-2929**

General  
Help

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## HEALTH CENTRE

Lady masseur needed  
in Markham

Contact **940-0648**

## MARCH OPENINGS

**\$11 Base Pay**  
Local firm has 23 entry level marketing positions. Immediate. Handling culinary items & sporting accessories. Positions can be full or part time. "Great for STUDENTS". For an interview:  
Call **946-8711**

## NORTH MARKHAM HONDA requires SERVICE ADVISOR

Please apply in person  
with resumé to:

**CLARK WATTERS**  
**SERVICE MANAGER**  
4611 Hwy. #7 (at Kennedy)

## PARLEZ-VOUS FRANCAIS?

National company requires local people to organize & teach Fun French Lessons to children. Course & Materials supplied.

**Le Club Francais.**  
Call collect **(416) 820-2668**

## REAL ESTATE ASSISTANT

Required for the Markham area, a person holding a current Real Estate License. Must be a self starter, well organized, aggressive, able to work well under pressure and a pleasant telephone. Salary plus bonus.

Please send resumé to:  
**Markham Economist & Sun**  
**Box 4578**  
**9 Heritage Road**  
**Markham, Ont. L3P 1M3**

## DRIVER REQUIRED

General licence okay  
\$300 week

Call **Rick, 940-2213**

Johnson Insurance, one of Canada's leading insurance brokers, continues to grow. Our Richmond Hill Regional Office currently requires an enthusiastic

## Telemarketing Supervisor One-year contract

We are looking for a personable individual with previous telemarketing and supervisory experience, whose key responsibility will be to motivate our dynamic telemarketing team. Producing written and numerical reports will also be part of your function. Hours of work will be 2:30 - 9:30 pm, Monday to Thursday and 10:00 am to 3:00 pm on Saturday.

To take advantage of our competitive salary and benefits package, please forward your resumé to: **H. Bates, Supervisor, Staffing, Suite 400, 1595 - 16th Avenue, Richmond Hill, Ontario L4B 3S5.**



**Johnson Insurance**  
LIMITED

## CANADIAN TIRE

REQUIRES

- Automotive Part-time evenings
  - Lube Technician - Full Time
  - Sales persons - Part-time evenings
- If you are enthusiastic and self-motivated, we offer you the opportunity to join our team.

Apply in person to:

**Canadian Tire**  
8675 McCowan Rd., Markham

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Sales Help & Agents

## SALES PERSON

Required for fast growing G.M. Dealership. No experience required - fast learners only.

Contact **Trent Slack**  
**642-3655**