

Careers Careers Careers

505

Careers

ORDER ENTRY/BILLING CLERK

Canada's leading supplier of real-time financial information requires a "team player" to join their Administration Department.

Suitable applicants must be detail-oriented, possess excellent communication skills (both verbal and written), and must have a good working knowledge of computers. Previous related experience and fluency in French are assets.

Interested applicants are invited to send their resumés to:

Star Data Systems Inc.
7030 Woodbine Ave.
Suite 800
Markham, Ontario
L3R 1A2
Attention: Human Resources

*No telephone calls please.

505

Careers

CONTROLLER

We are a Design Built Landscape Co. currently seeking to fill the position of Controller.

The successful candidate must possess a university degree in Business of Commerce, must have a minimum of 3 years experience in a similar setting and possess an accounting designation or equivalency. The candidate should have extensive experience with ACCPAC plus, Lotus 123 and WordPerfect in a LAN environment.

Please fax resumé to: 887-5858
No later than June 23rd

505

Careers

ADMINISTRATIVE ASSISTANT

A growing dynamic software company seeks an enthusiastic, self motivated individual to join our team.

Requirements: 5+ years secretarial experience, excellent communication skills, word processing, sales support and office administration.

A cheerful, take-charge, positive attitude is desired. Please forward resumé to:

Box 4575
Economist & Sun
9 Heritage Road
Markham, Ontario L3P 1M3

Bestview
Health Care Centre

ENVIRONMENTAL SERVICES SUPERVISOR

Versa-Care Limited owns and operates numerous multi-level health facilities in Ontario. We have an opportunity for a full time Environmental Services Supervisor for our 50 bed Nursing Home facility in the City of Markham.

Reporting to the Administrator, responsibilities include hands-on duties as well as supervising housekeeping and laundry staff.

Strong organizational and supervisory skills are required along with technical knowledge in electrical, mechanical and plumbing aspects of maintenance.

This position offers a competitive salary and benefit package and will begin July 26th, 1993.

Interested persons please apply in writing or in person to:

The Administrator, Bestview Health Care Centre
6824 Highway #7, Markham, Ontario L6B 1A8

PURCHASING AGENT

Must be capable of implementing and maintaining an inventory control system and have several years of purchasing experience in a construction / janitorial service company environment. Some cross border buying involved.

If you are hands on, self motivated with the ability to liaise with the accounting department and site supervisors in a computerized environment, please submit your resumé to:

Markham Economist & Sun,
Box 4572, 9 Heritage Road,
Markham, Ontario L3P 1M3

570 Employment Wanted

MARRIED seniors available for pet and housesitting in exchange for accommodation. Available last week in June, first 2 weeks in August and last 2 weeks of September. Non smokers. References. Leave message: 416-771-1842.

MAN WITH CHAIN SAW LOOKING FOR: Wood lot clearing, tree removal, brick, block, stonework, house paintings - You name it - WE DO IT. Reasonable rates. Top quality work. References available. 640-8321, 640-1407.

NEED your lawn cut! Please call Mike Berry at 642-0831.

500

Career Training



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

515

Skilled & Technical

ELECTRONICS/ELECTRICAL DISTRIBUTOR

Has an opening for an entry level position to start in warehouse with possibility of promotion to Applications Specialist. Initial duties will include shipping, receiving and general warehouse maintenance. A comprehensive training program will be provided. Suitable applicant should have Electronics/Electrical Technologist Diploma or possess demonstrable technical aptitude. Please submit resumé to:

Box 4591, Economist & Sun,
9 Heritage Rd., Markham L3P 1M3

510

General Help

CANADIAN
LIVER
FOUNDATION

CHAT FOR CHARITY

Bright new office, Victoria Pk. & 401, requires cheerful, enthusiastic and articulate Telefundraisers. We offer flexible hours, full training, hourly wage plus bonuses and a great work environment. Previous experience an asset, but not a must. If you are energetic, have excellent communication skills and a good command of the English language, this is the perfect job for you!

For more information call **Sonja** at the Canadian Liver Foundation, 502-2626.

Toshiba, an international leader in technology, currently has an opening for 6 months for the following position:

Accounting Clerk

Duties will include A/P & employee expense processing, F/A maintenance, stock control and other related duties. You will have 1-2 years related experience, including data entry, and excellent communication skills.

Interested? Please fax or send your resume to: Attn: Personnel Dept., TOSHIBA OF CANADA LIMITED, Industrial Electronics Sector, 191 McNabb St., Markham, Ont. L3R 8H2. Fax No.: (416) 470-3521.

TOSHIBA

WE MEAN BUSINESS

INDUSTRIAL ELECTRONICS SECTOR

EXPERIENCED cleaning lady available for Markham, Unionville & Milliken, with references. Phone Maxine, 686-0744.

510 General Help

555 Domestic Help Available

EUROPEAN domestic help available. Commercial and residential. Reliable, experienced & reasonable. Call 508-1010.

525

Office Help

PART TIME RECEPTIONIST/SECRETARY

Required for busy Real Estate Office. Real Estate experience preferred. Excellent telephone manner. Experience with WordPerfect 5.1. Must be available to work 2-3 Sunday/mth, occasional evenings/Saturdays.

Call Jenny, 940-4180

530

Sales Help

SALES PERSON

GM experience a must

Call

Trent Flack
at 642-3655

SALESPERSON

(Inside/Outside Sales)

Required for racquet & fitness club. Some management duties to be performed. Salary plus commission. Experienced person only need apply.

Please forward resumé to:

Captain Developments Ltd.,
650 Hwy 7 East, Suite 200,
Richmond Hill, Ont
L4B 2N7

Attention: Rosy Demichele

\$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

HOMEWORKERS NEEDED

- Mailing letters
- Assembling products
- Full/part time

(416) 631-4791
ref. 72B, 24 hrs.

FULL OR PART TIME

Approx. \$15 per hour

Start now. No experience necessary. Call:

477-5203
Must have vehicle

SUMMER HELP

Software fulfillment firm requires full time and part time summer help. Packaging and other tasks. Basic computer skills an asset.

Send resumé to: Department 717
7305 Woodbine Avenue
Markham, Ontario L3R 3V7

SUPERINTENDENT

Required for a 118 unit senior's apartment building in Markham. Some experience preferred.

Please send resumé to:
Rougebank Foundation
1 Thomson Court
Markham, Ont. L3P 1M5

HAIRSTYLIST'S NEEDED

Opportunity for 2 pleasant, experienced Hairstylist's to join the friendliest group in Markham! Lots of room for advancement in an exciting new concept. Salary plus commission. Call:

Beauty Club
415-1200-Dina-(10-6)

JOB, JOBS

Enjoy working outdoors? Being your own boss? Earn \$100 to \$150 per week. Part time & full time positions. Available immediately & throughout the summer. We will train. Call Dickie Dee, 471-9829.

Student shipper, handyman to run errands, to do drop offs. Must be 18 or over. Valid Ontario driver's license.
642-4253

TELEMARKETERS NEEDED

Students welcome. Full or part time, evenings and weekends; no experience necessary, will train. Earn \$8 to \$15 per hour. For interview call:

Trillium Telecom, 472-6521

(LEAVE NAME & NUMBER)

CLEANING LADIES NEEDED

Must be hardworking, reliable, and trustworthy, and have own transportation. Top wages.
479-4945, leave message