

Careers Careers Careers

500

Career Training

505

Careers

530

Sales Help & Agents

GET THAT JOB!



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

COMPAQ IS GROWING!

Customer response to Compaq products and support has resulted in growth for Compaq Canada Inc. Qualified applicants are encouraged to apply for the following positions in our Richmond Hill headquarters.

SHIPPER / RECEIVER

Maintain warehouse, enter parts information, and verify order status for internal and external customers while maintaining a safe work environment.

Hours: 11:30 a.m. - 8 p.m.

- Minimum 2 years experience in warehouse environment.
- Familiarity operating material handling equipment
- Basic data entry skills
- Good communication and teamwork skills
- Strong customer service skills

RECEPTIONIST

Provide receptionist and general support. Greet visitors, answer and process telephone calls, handle basic correspondence and maintain simple files.

Hours: 8 a.m. - 5:30 p.m.

- Grade 12 graduation or equivalent
- Minimum 1 year experience in receptionist/secretarial function
- Excellent typing skills
- Excellent telephone/communication skills
- Working knowledge of word processing software

Qualified applicants are encouraged to respond by sending a resume to:

Compaq Canada Inc.
111 Granton Drive, Suite 101
Richmond Hill, Ontario M4B 1L5
Attention: Personnel Administrator

Agencies need not respond.

MARKETING OPPORTUNITY

Small, growing company has an opportunity for an aggressive, experienced, professional salesperson to market our products and services. In this role your key area of responsibility will be to develop new business throughout Metro Toronto.

Please send resume or fax to:
ONTARIO DUST CONTROL CORP.
3315 14TH AVE.,
MARKHAM, ONT., L3R 0H3
FAX 416-475-0822



525

Office Help

555

Domestic Help Available

ACCOUNTANT

A dynamic
person

FAX YOU

Phone
Use your
machine
us you
Classified
Remember
include your
company name,
address, and
phone number,
and the name of
your Classified
Representative.

FAX Number:
294-1538

SYNDICATED
28 FULTON
RICHMOND HILL, ONT.
fax # 886-7824

510

General Help

HOMEWORERS NEEDED

- Mailing letters
- Assembling products
- Full/part time

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

FULL OR PART TIME

Public Relations and Service. If you have your own vehicle and want to make more money. Call for an interview. We train.

477-5203

Part Time

TELEMARKETERS

For evenings & weekends. Wages & bonuses.

Call **477-5203** (for interview)

CLEANER REQUIRED

Part time evenings
& night work.

Call **472-6587**

SUPERMARKET PROMOTIONS

Is looking for students 18 or older to do food sampling in Toronto and surrounding areas. Call:

642-4253

OWN TRANSPORTATION REQUIRED

510

General Help

HAIRSTYLIST'S NEEDED

Opportunity for 2 pleasant experienced hairstylists. Room for advancement. Salary plus commission.

And **receptionist required.** Computer experience an asset for busy salon.

Contact Dina at Beauty Club
415-1200

PICKERS & PACKERS

PART TIME & FULL TIME

Permanent and temporary positions are now available. Previous experience and a good command of the English language is required. Experience in the publishing industry would be an asset. \$8 per hour.

Apply in person to
195 Allstate Parkway
(Hwy. 7 & 404 area)
Markham, Ontario

CARPENTER/TRADESMAN

Own tools, truck & knowledge of city an asset.

888-1074

540

Hotel/Restaurant

TIMBER CREEK

Due to increased volume, we require experienced, permanent, full time •Broiler Cook •Sautee Cook •Fry Cook. Excellent salary & working conditions: Please call:

LYNDON O'HEARN, Chef

471-1900

5328 Highway #7 (East of McCowan)

REPLYING TO A BOX NUMBER?

Be sure to include the appropriate box number and the **complete mailing address.** The Classified boxes will be held open for 30 days from the last insertion of the ad. Mail received after this time will not be held or returned.

Professional Directory

COMPUTER WORKS

"Professional & Confidential Services"
(416) 642-9300

- Resumes • Reports • Letters • Correspondence
- Word Processing • Quotes / Contracts • Graphics
- Personalized letterhead / Co. Logo designs.

CHARGED WITH A TRAFFIC OFFENCE

Former Police Officers will Assist you in Court
Counsel available for Impaired Driving
CALL 477-3284

The Traffic Court Defence Experts
Thomas Giles & Assoc. Inc.

FELDSTEIN & LEWKOWICZ

CHARTERED ACCOUNTANTS

- Accounting • Audit • Bookkeeping
- Personal & Business Income Tax
- GST Consulting

Contact Mark Feldstein at:
Bus. 764-3303 Res. 731-0673

Weekend & Evening Appointments
FREE Initial Consultation

RAY'S VIDEO TRANSFER

**8MM FILMS, SLIDES, PHOTO ALBUMS,
TO VHS TAPES, AND VHS TO AND
FROM FOREIGN TV SYSTEMS.**

294-8004

COMPUTERIZED BOOKKEEPING/PAYROLL SERVICE

On-Site or in My Office
Available to Suit Your Needs!
737-4375

Prenatal Classes and Breast Feeding/Babycare Support

- We offer -- ✓ earlybird
- ✓ refresher
- ✓ six week series ✓ home visits

Small and personalized classes held in a comfortable setting.

Qualified & experienced childbirth educator
LUISE WOOD R.N., 642-4741



**HOPING TO MOVE UP
IN YOUR CAREER?**

Check classified

New, exciting and challenging jobs are listed in classified each day in all kinds of job fields from management to medical to sales.

Start your next career move by consulting classified.

Don't see the job you seek? Make your own contacts by placing a "Situations Wanted" ad. It's easy and it works!

Classified Advertising Department

Economist & Sun