

# Careers Careers Careers Careers

500

Career Training

505

Careers

525

Office Help

GET THAT JOB!



## COMPUTER/OFFICE SKILLS

WordPerfect	Excel	AccPac
Lotus 123	Word	Bedford
Windows	Harvard	Dos
Typing	Graphics	dBase

Start anytime-Flexible schedule  
Day and evening Courses

### ACADEMY OF LEARNING MARKHAM - 940-8973

LAI OFF - OVER 45 - You may qualify for training assistance from the Provincial Government



20 HOURS \$120  
INSTRUCTOR LED

## Computer Training

Dos	Wordbase
Windows	Dbase
Lotus 123	Data Entry
Ms Word	Graphics

Day and evening courses

### Canadian Software Institute

Kennedy / Sheppard  
Tel: (416) 321-6687

505

Careers

## BOOKKEEPER

Fast paced Accounting Services organization is seeking an individual who is outgoing and hardworking.

The applicant should have experience in the bookkeeping field, and be familiar with ACCPAC and Lotus 123. The successful candidate will be performing hands-on bookkeeping, including account reconciliations and final adjusting entries.

Send resumé to:

Lorene Elvidge, CA  
Herb Joy Enterprises, Inc.  
250 Granton Drive  
Richmond Hill, Ontario  
L4B 1H7

Fax Number:  
(905) 764-1570

## ACCOUNTANT

A manufacturing company in the Hwy. 7 and 404 area requires an Accountant. The candidate must have a minimum of 2 years experience as an Accountant working in a computerized environment. Responsibilities will include monthly financial statements, A/R collections, payroll and other general duties. Experience in Lotus an asset. Interested applicants may forward their resumé to: Box 4595, 9 Heritage Rd., Markham, Ont. L3P 1M3.

## MARKHAM INSURANCE BROKER

Looking for R.I.B.O. registered person with at least 2 years experience as a CSR. Candidates will be service oriented, motivated and enjoy dealing with the public. Salary commensurate with experience.

If you want to advance your career working for one of Markham's oldest and largest insurance brokers please forward your resumé immediately to:

Carson & Weeks  
Insurance Brokers Limited



59 Main Street North  
Markham, ON L3P 1X7  
or FAX to 905-294-1106  
Attn: Sales Manager

Please no phone calls.

**HAIR STYLIST**  
for busy salon  
642-6837



With more than 25 years of experience caring for children, the YMCA of Greater Toronto is well known as the largest and one of the very finest, high quality child care services in Canada.

We are now accepting applications for a part time position at a Before and After School Program in Stouffville.

### SCHOOL AGE DIRECTORS

Must have ECE, B.Ed., or Recreation Leadership & experience with children 6 to 12 years of age.

FOR MORE INFORMATION CALL JULIE  
905-940-3274



Humpty Dumpty Foods is recognized for its commitment to providing quality snack foods. Currently, we have an opening in the Newmarket area for a:

## Route Development Manager

Reporting to the Newmarket District Manager, the Route Development Manager is responsible for the day-to-day implementation of Company sales policy at route level as well as the on-going training of route personnel. Other duties would include credit collections, racking accounts, soliciting new business and warehouse responsibilities as determined by the District Manager.

The successful candidate will have good interpersonal and merchandising skills. Previous experience in the snack foods or a related industry would be beneficial.

Please send your resumé, in confidence, to: File 4599, The Markham Economist and Sun, 9 Heritage Road, Markham, Ontario L3P 1M3. We thank all applicants for their interest, however only those selected for an interview will be contacted. No telephone calls please.

## OUTSOURCED? DEHIRED? DOWNSIZED?

We require an executive calibre person with sales, sales management and/or sales training experience to rep. an INC 500 Company. Please reply to: Box 4753, 9 Heritage Rd., Markham, Ont. L3P 1M3.

525

Office Help

## MARKETING ASSISTANT

Career opportunity for a self-starter. Reporting to V.P. of Marketing, must have good PC skills with Microsoft Word Excel, Access.

Duties to include co-ordination of trade shows, newsletters, catalogue, pricing info., etc. Challenging position requiring creative flare & organization. Reply to:

Cabletel Communications Corp.  
120 Gibson Drive  
Markham, Ont. L3S 2Z3  
or fax (905) 475-9571  
(no phone calls please)

## REQUIRED IMMEDIATELY SECRETARY / DICTA TYPIST FOR INDEPENDENT INSURANCE ADJUSTING FIRM

Qualifications:

- 5 years secretarial experience
- Word Perfect 5.1
- Dicta typing
- 85 wpm typing speed
- Excellent command of English language
- Insurance claims experience a definite asset

Qualified applicants please fax resumé to (905) 477-2581

No phone calls please. Only those individuals being considered for the position will be contacted.

## 570 Employment Wanted

MAN WITH CHAIN SAW  
LOOKING FOR: Wood lot clearing, tree removal, brick, block, stonework, house paintings. Reasonable rates. Top quality work. Over 25 years experience. 640-8321, 640-8457.

## Office 525 Help

## PLANNING PARTNERS

a progressive financial education and planning company, is moving to the Markham area and is currently seeking an ideal candidate to fill an immediate opening.

## BILINGUAL CUSTOMER SERVICE REPRESENTATIVE

The successful candidate will demonstrate proficiency in the following areas:

- translation skills for French & English
- computer literate
- office administration

A financial background is an asset. Interested candidates are invited to fax their resumé and salary expectations to

(416) 364-0892.

Progressive computer company looking for part time help. Flexible 20 hours per week. Experienced in customer service & computer data entry.

Good command of English language vital.

For interview call Marilyn  
905-940-6205 or fax 905-940-4985.

## CLERK STENOGRAPHER \$25,367 to \$29,202

The Region of York Public Health Department requires an individual with top notch computer skills for the HIV/AIDS Program in the Markham office, a team player with an interest and comfort with the services offered by this program; the successful candidate will possess proven experience working in WordPerfect 5.1 with a minimum keyboarding speed of 50 w.p.m. Knowledge of Lotus, dBase and graphics software a definite asset. Strong communication skills, ability to maintain confidentiality and exercise good judgement, tact and discretion in dealing with members of the public seeking advice of a private and confidential nature are essential. Duties include preparation of correspondence, reports, etc., maintenance of the filing system, maintenance and distribution of resource materials, responding to telephone enquiries and booking clinic appointments, as well as maintaining Hep B ordering procedures, co-ordinating ordering through contact with physicians, government pharmacy and other Public Health offices.

Quoting competition No. 94-489, submit resume on or before November 25/94. We thank all applicants for their interest, but wish to advise that only those selected for an interview will be contacted.

All applications/resumes received are collected pursuant to The Municipal Act, R.S.O. 1990, c.M. 45, section 270, paragraph 45, and will be used to determine qualifications for employment. Questions about this collection should be directed to the Staffing Co-ordinator.

Human Resources Division  
The Regional Municipality of York  
17250 Yonge Street, P.O. Box 147  
Newmarket, Ontario L3Y 6Z1  
FAX: (905)895-4232

logo



## PERMANENT PART-TIME RECEPTIONIST/SECRETARY

The FC Group is a full service Marketing organization located in Richmond Hill, Ontario, specializing in the design and implementation of tactical and creative sales programs.

Permanent Part-Time Receptionist/Secretary to work 8:30 a.m. to 2:00 p.m.

- Enthusiastic; strong organizational skills, and excellent telephone manner
- Proficient in MicroSoft Word 5.1
- General administrative duties, typing, invoicing

Please fax your resume to: S. Pazienza, Vice President

THE FC GROUP  
(905) 764-0604

## 555 Domestic Help Available

CLEANING lady available weekdays. Markham, Unionville & Stouffville. Very thorough, reasonable. References. LISA, 416-499-9164.

GET 3 for the price of one! House up to 3000 sq. ft. will be cleaned for only \$60. Vacuuming, dusting, floors washed, washrooms, kitchen, window ledges and baseboards. Call Rula: 479-4945.

RELIABLE cleaning lady available full or part time. References: Call Sandra, 294-8294.

## RECEPTIONIST/SECRETARY (DAYS)

Min Com Classic Realty Inc. is looking for a professional and well skilled individual (4 or 5 days/wk., 9 a.m. - 4 p.m.) to provide reception duties and use a computerized program to arrange & confirm appointments and page messages to our agents. You will prepare various documents and correspondence using DOS Word Perfect 5.1; prepare offers and related forms and other duties as requested.

We require excellent communication skills, good typing and computer skills (including WP 5.1) and the ability to work quickly and accurately and perform several tasks simultaneously.

Interested candidates, please submit a resumé to Irene Moores, 4560 Highway 7, East, Ste. 800, Unionville L3R 1M5 or fax to 905-477-4788.

Although we appreciate your application, only those candidates selected for an interview will be contacted.

## DATA ENTRY CLERK

Condominium property management firm has immediate opening. Applicant will be responsible for all aspects of data entry functions. Minimum of 3 years experience required. Company offers full medical plan, salary open. Fax resumé to 905-940-2349.

540

Hotel/Restaurant



Buckingham Manor  
6257 Main St., Stouffville

## EXPERIENCED COOK

required for 50 bed retirement home in Stouffville. Full time position starting Dec. 15, 1994.

Contact Elizabeth Gundy

(905) 640-6660

Mon. - Fri. 9:00 a.m. - 5:00 p.m.