

Careers Careers Careers Careers

500

Career Training

525

Office Help

525

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INDUSTRIAL TRAINING COMMITTEE FOR NORTH YORK AND YORK REGION COMMUNITY

Through
HUMAN RESOURCES DEVELOPMENT CANADA

PART-TIME BUSINESS COURSES

DEPARTMENT ADMINISTRATION Jan 11 - Mar 29

This program will develop skills in the areas of leadership, general management and communication as well as discuss current applicable legislation.

EFFECTIVE WRITING Jan 9 - Feb 20

By the end of this course, participants will have the necessary business writing skills to compose letters, memos, reports and minutes to meetings.

INTERPERSONAL SKILLS Jan 10 - Feb 21

Through the use of effective communication strategies and skills, participants will develop the necessary leadership and supervision abilities required in today's business environment.

CUSTOMER SERVICE STRATEGIES Jan 11 - Feb 8

This course will be of special interest to managers and those responsible for developing customer service strategies and assessing those strategies against the overall business strategy.

SUPERVISORY SKILLS Jan 31 - Feb 7

Critical skills a supervisor needs to lead and motivate people will be developed in this two-day workshop.

Tuition is paid by the Industrial Training Committee for North York and York Region. Programs are available to residents and employees in North York or York Region. A \$50 administration fee applies to each program.

Programs are offered by:

DIAMOND MANAGEMENT INSTITUTE

Suite 303 - 200 Town Centre Blvd. Markham

(905) 940-9100 or (416) 410-7542

Temporary Bilingual Collection Clerk (3 Months)

Fluently bilingual in French and English, your responsibilities will include the review of customer accounts, telephone collection of delinquent accounts and maintenance of customer history. Your previous exposure to a computerized environment will ensure your success.

Please forward your resume, in confidence, to: Human Resources Department, Chesebrough-Pond's Canada, 150 Bullock Drive, Markham, Ontario L3P 1W3. Fax: (905) 294-3331.

Only candidates under consideration will be contacted.
No telephone calls or agencies, please.

Chesebrough-Pond's Canada

MAIL CLERK

The Ontario Nursing Home Association has a support staff position available in their mail room. The person will be responsible for:

- Printing and collating of bulk mailings
- Photocopying of all association material
- Answering telephones
- Faxing to members
- Purchasing of office supplies
- Filing publication orders
- Basic word processing

The successful candidate will have experience with photocopying, mailing and binding equipment and have basic knowledge of Dbase and Wordperfect. Excellent service organization which offers a comprehensive benefit and pension plan. Candidates should send resume and salary expectations by December 31st to: ONHA, 345 Renfrew Drive, Ste. 202, Markham, L3R 9S9.

SHIPPER / INVENTORY CONTROL

Publishing company located in Markham is seeking a well organized individual to control and manage shipping department. Some heavy lifting involved. Please fax resume with salary expectations to:

Charlene, (905) 415-1510

BOOKKEEPER

Full time position available for a capable bookkeeper with computer experience and 2 years working knowledge of ACCPAC. You must be precise and detail oriented. Besides making all data entries into the computer on a day-to-day basis, you must be able to complete the books to the trial balance, and manage cash flow for a \$5 million company. If you would like to be part of a team and have an impact on a successful Canadian company, please send your resume to: Amico Corporation, 121 Granton Dr., Unit 21, Richmond Hill, Ont. L4B 3N4 or Fax to: (905) 764-0862.

PART TIME RECEPTIONIST/SECRETARY

(Some afternoon, Evenings & Weekends)
Required start of January by real estate office in -Stouffville. Must have good telephone manner, fluent English and typing skills. Computer knowledge an asset. Will train. Drop resume to Century 21 Keen Realty Inc., 5917 Main St., Stouffville.

RECEPTIONIST/ SECRETARY

Experienced receptionist / secretary for busy professional sales office. English / French speaking a must. Current knowledge of Microsoft Word, Windows and Spread Sheet applications necessary. Markham location. Own vehicle. Please respond to:

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

WANTED

We are looking for a full-time self motivated, goal oriented and flexible individual to handle the various support and administrative duties of a busy real estate office. Must be proficient in W.P. Windows 5.2, 50 to 60 WPM. Real estate experience preferred. Please drop off a resume to: Coldwell Banker Howard S. Lee RE, 4460 Highway #7, Unionville, Ontario or fax to: (905) 477-4038.

MARKETING ASSISTANT

A dynamic Markham area firm is offering an excellent opportunity for a self motivated, energetic individual with a secretarial / marketing background. Must be well groomed, possess good communication skills and previous experience in W.P., Pagemaker, Coreldraw, Windows and Macintosh. Duties will include word processing, planning trade shows, and co-ordinating marketing projects. Pleasant environment, competitive salary & co. benefits. Please call Ms. Eremita at (416) 798-7328 or fax resume to (905) 475-0347.

515 Skilled & Technical Help

CNC PROGRAMMER & SET-UP PERSON

Required to operate CNC Lathe and CNC Mill. Minimum 5 years experience. Able to read blueprints and able to work to close tolerances. Must have knowledge of Seicos, Mazatrol or Seiki Multi controls. Send or drop off resume to: Speck-Tech Systems Inc., 410 Denison St., Markham, Ont. L3R 1B9 or fax 905-946-1097.

Canadian Tire

Auto Centre

requires

Tire & Lube Installers Full Time

for busy flat rate shop.

Benefits and Profit Sharing.

If you are enthusiastic and self-motivated, we offer you the opportunity to join our team.

Apply in person to Roger
Canadian Tire
Auto Centre
185 Bullock Drive
Markham, Ontario

530 Sales Help & Agents

Economist & Sun

The Markham Economist and Sun has an opportunity in the area of Classified Advertising Sales and Promotions.

An Excellent Opportunity for a ... Classified Advertising Sales Representative.

The ideal candidate must be organized, highly motivated, possess sound communication skills - oral and written, have excellent command of the English language.

As the telephone will be the communication vehicle, preference will be given to those who possess exceptional telephone skills. Computer terminal experience would also be considered a definite asset.

This is a full time, temporary position of approximately 6 months, with a potential for permanent employment.

To explore this opportunity, please call to arrange an interview

Phyllis Ritchie
Classified Advertising Manager
294-2200 9 a.m. - 5 p.m. Mon. - Fri.

TWIN HILLS MERCURY SALES LTD.

We are looking for courteous and ambitious sales people to join our winning team. Knowledge of Asian languages a definite asset.

We offer:

- Salary + competitive commission pkg.
- Company car including insurance
- Health & dental plan
- Ongoing training, friendly environment
- For a confidential interview call:

(905)884-4441

555 Domestic Help Available

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 Rita: 479-4945.

RELIABLE housewife / mother will clean your home or office, anytime. Rate negotiable. Call Norma, 905-294-4545.



510 General Help

GREENLINE FOREST PRODUCTS

Moulder/Sticker operators and Supervisors needed immediately for woodworking industry. Salary to commensurate with experience. Please call 905-640-4788 or Fax 905-640-8862.

Plumbing wholesaler requires full time person for order picking and general warehouse duties. Experience on towmotor and cherry picker required. Some heavy lifting involved.

Apply in person, 7:30 am - 4 pm, on December 19th or 20th.

Brian Hunter
Warehouse Manager
Nibco Canada Inc.
720 Cochrane Drive
Markham, Ontario L3R 8E1

ADULTS WITH CARS

Needed for early Sunday deliveries, door-to-door, to homes in the Markham / Unionville area. \$30 - \$60 per Sunday (no collections).

For details call
FRED ALEY, 889-1140
or 889-1141
Mon.-Fri., 10 am - 2 pm

SHIPPER/RECEIVER/ WAREHOUSE PERSON

For Markham exhibit company. Must have good organizational skills, mechanical aptitude, valid DZ license, and experience. Car necessary due to location. Resume and references required.

Phone 905-479-1493
Fax resume to 905-479-1765

WANTED SNOW PLOW BROKER

4x4 Snow Plow Trucks
\$55.00/hour
100 Hours Guaranteed
Call 905-887-9900

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

510 General Help

PARTS COUNTER PERSON

Required for busy import dealership. Experienced only apply.

Send resume to
Box 4573
Economist & Sun
9 Heritage Rd., Markham, Ont.
L3P 1M3

EARN EXTRA INCOME

Homeworkers needed to make stylish beaded earrings, year round, at home. INFO: Send a self-addressed stamped envelope to: ACCEX CRAFT, 829 Norwest Rd., Ste. 813, EXT. 3148, Kingston, Ontario. K7P 2N3.

STABLE HELP

Required immediately

Call

640-8595

WANTED

Helper for TOROMARK FURNITURE. Must be strong and reliable for delivering furniture. Good job for the right person.
294-2581