

# Careers Careers Careers Careers

500 Career Training 505 Careers 525 Office Help

## INDUSTRIAL TRAINING COMMITTEE FOR NORTH YORK AND YORK REGION COMMUNITY

### 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

## Electronics Manufacturer

In Richmond Hill area is currently seeking  
**SMT ASSEMBLY NIGHT-SHIFT**  
4:00 P.M. - 12:30 A.M.

Permanent and Temporary positions available on SMT Assembly Line. Only those with previous experience in Electronics assembly will be considered.

### INVENTORY LEAD HAND

Immediate opening for an assistant in our Raw Materials inventory area. The successful candidate will have several years experience in this field and will also have proven supervisory and interpersonal skills. Full time, permanent employment along with a competitive salary and a full benefit package will be offered.

Please call:

905-731-6444 ext. 389

## Advertising Art and Design

Part time artist needed for busy magazine publishing company located in Markham. Strong design skills, the ability to work under pressure and a sound knowledge of Mac computers, Quark XPress and four colour assembly required. Please send resumé with salary expectations to:

Production Director

Camar Publications,

130 Spy Court, Markham, L3R 5H6

No telephone inquiries please.

The Region of York's Payroll Branch has a temporary vacancy available for the following position:

### ACCOUNTING CLERK III

(\$1,101.10 bi-weekly)

This opportunity is expected to last for approximately 6 months.

The candidate must have a minimum of two years payroll experience with thorough knowledge of Revenue Canada taxation, Canada Pension and Unemployment Insurance regulations. Basic accounting knowledge, accurate keyboarding skills and the ability to work independently to meet deadlines are required.

Quoting competition number 94-544, submit resume on or before Jan. 16, 1995. All applications/resumes received are collected under the authority of the Municipal Act, R.S.O. 1990, c.M. 45, section 270, paragraph 45 and will be used to determine eligibility for employment. Questions about this collection of personal information may be directed to the Staffing Co-ordinator. This is a CUPE Local 4900 position.

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



## 555 Domestic Help Available

EXPERIENCED cleaning lady with car seeks days work. 416-744-4064.

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.

## RECEPTIONIST/PERSON FRIDAY

Growing company in the Major Mackenzie-Yonge area seeks a self-motivated responsible team player to provide clerical support in a busy environment.

Duties: reception, data processing, mail, filing and other clerical tasks as assigned.

Excellent communication and organizational skills required. Accurate typing and knowledge of Word Perfect essential. Qualified applicants fax resumes to:

Donna Chen

Fax: 905-737-7759

Phone: 905-737-2000

## 510 General Help

### SMALL BUSINESS IS NOW HIRING 10 - 15 PEOPLE

Must be enthusiastic, have a great attitude, a neat appearance and must be able to work with the opposite sex. No experience necessary. Please call Carol: 905-707-0531.

### ADULT CARRIERS

Required to deliver newspapers. Must be reliable and have a vehicle in good working order. If interested please call:

416-731-7744

Mon.-Thurs. 12 noon - 6 p.m.

### WORK AT HOME

We pay you directly to assemble our products. Easy work. No experience necessary. For FREE details send S.A.S.E. to: Five Star Enterprises, 1848 Liverpool Rd., Suite 213, Pickering, Ont. L1V 6M3.

### WORK AT HOME

Person to work on hand knitting machine at home. Seasonal, full time/ piece work. Jan.-Feb. Must have own machine. Call Fran 11am-3pm only. Mon.-Thurs. 905-884-6264.

### EARN \$\$\$ AT HOME

We pay you directly to assemble our products year round. For details send self addressed stamped envelope to:

### LEISURE TIME MANUFACTURING

16715-12 Yonge St., Unit 344E  
Newmarket, Ontario. L3X 1X4

## 525 Office Help

### OFFICE RECEPTIONIST /CLERK

Leading mail order gardening company requires person with good communication, computer and bookkeeping skills for full time position. Varied duties include taking orders, receipts, deposits and monthly computer reports. French language skills an asset.

Please fax resume to  
905-640-6641

## 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



### APPAREL

Canada's leading manufacturer and marketer of branded and licensed motorsports apparel has openings for two key positions:

### WAREHOUSE SUPERVISOR

Take charge, "hands-on" Supervisor to manage day-to-day operations of shipping & receiving department. Responsibilities also include accuracy of inventory and record maintenance. You must be self-starter and strong leader with 3-5 years related experience and background in computerized environment.

### CUSTOMER SERVICE SUPERVISOR

Self-motivated, highly customer oriented leader to work as part of team and manage our customer service order desk. Must be totally dedicated to meeting customers requirements, have 3-5 years related experience, strong communication skills and fully experienced in computerized environment. Telemarketing experience a real asset.

Both positions require individuals with desire and ability to achieve superior results in a high growth, fast-paced company. Please mail/fax resume in confidence to: Choko Motorsports Inc., 12637 10th Line, Stouffville, Ont. L4A 7X3 Attention: VP (Fax: 905-642-1041)



### 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

## 505 Careers

### Interested in becoming a PROFESSIONAL HOME DAYCARE PROVIDER?

Join our team of Providers who enjoy a rewarding and satisfying career from home

- Excellent Provider rates
- Complete training & full support
- Toy & book lending library
- Full insurance coverage & more



Contact:  
GABRIELLE  
POSTER  
294-5049

### COMPUTER SUPPORT PERSON

- Requirements:
- Team players, customer service oriented, reliable, flexible, good communication skills (written & oral) self motivated & energetic
  - Computer experience / trouble shooting an asset, keen interest in computers, college / university grad preferred
  - Markham location, car required

- Duties:
- Repair computers, install & maintain computers & computer related accessories
  - Install software, review new hardware & software

Please fax resume to:  
Employment Co-Ordinator  
Unique Employment Consulting  
477-6146  
or send to:  
20 Amber Street, Suite 6  
Markham, Ontario L3R 5P4

## RECEPTIONIST

Newmarket based company relocating to Markham, is down one important team member.

We are looking for someone who enjoys the position of receptionist and is able to handle secretarial/ clerical responsibilities for an innovative engineering and development firm.

You will have excellent WordPerfect 6.0 for Windows skills along with a friendly and professional telephone manner.

Please mail your resume in confidence to:

Human Resources  
1167 Ringwell Drive  
Newmarket, Ontario  
L3Y 7V1

## COMPUTER OPERATOR IBM AS400

Cabletel Communications Corp. offers competitive salary and excellent benefits. This position encompasses system operation and data entry. PC skills would be a benefit, but not necessary (no programming is required). Good communications is essential to this position as is the ability to work with little supervision. If you are an experienced AS400 Operator and area self starter, send resume in confidence to:

Brian Kelsey, VP Finance  
Cabletel Communications Corp.  
120 Gibson Dr., Markham, Ont. L3R 2Z3  
or Fax 905-475-9571  
(No phone calls please)

## RECEPTIONIST

Accounting firm looking for enthusiastic person with good telephone manner. Required for switchboard, reception, typing and general office duties. Experience in WordPerfect 5.1 & Windows would be preferred. Please call:

905-882-4100

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