

Careers Careers Careers Careers

500 Career Training 505 Careers 510 General Help 510 General Help

INDUSTRIAL TRAINING COMMITTEE
FOR NORTH YORK AND YORK REGION COMMUNITY
Through
HUMAN RESOURCES DEVELOPMENT CANADA

PART-TIME BUSINESS COURSES

EFFECTIVE WRITING Mar 6 - Jun 1/95
By the end of this course, participants will have the necessary business writing skills to compose letters, memos, reports and minutes to meetings. Computer skills using Microsoft Word 6 will also be included as part of this program.

ENTREPRENEURSHIP Mar 2 - Jun 1/95
This program will be of special interest to those individuals wanting to start their own business. Topics to be covered include marketing, sales, finance, human resources and business plan development.

Tuition is paid by the Industrial Training Committee for North York and York Region Community. To be eligible you must be employed or self-employed and live or work in North York or York Region. A \$50.00 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

RUNNING FREE
708 Denison
Looking for part time cashiers. Must be friendly, athletically-oriented. Contact or resumé to: John Posca
Phone 477-9447
Fax: 477-0447

\$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, H-07, 7 days

EMPLOYMENT OPPORTUNITIES
Factory workers / cafeteria staff needed now! Flexible shifts available in the Newmarket, Richmond Hill, Markham, Concord and Scarborough areas. Must have workbooks. Call for immediate positions at excellent starting pay rates. Call for an interview at:
(905) 737-4300.
Olston
Staffing Services™

TELEMARKETERS
Evenings - Markham location. Hourly wages & bonuses. Own transportation.
Call Brad
905-513-9900

Bridle Trail Pharmacy
PART TIME CASHIER
3-4 days per week.
Apply in person, 9-5
Wednesday & Thursday
No calls please!

ALL STATUS/NON-STATUS INDIANS
Metis & Inuit people. Unemployed? Register With Us! GTAMB is a Free, Native Based, Employment Service Offering Job Listings - Training Opportunities/jobsOntario - Job Search Apprenticeship Call Us!
(416) 591-2310

PART TIME OFFICE COORDINATOR
Experienced and reliable person required for small communications firm. Must have excellent verbal and written skills. Knowledge of Macintosh and willingness to perform a variety of general office duties.
Please send resumé to: **905-513-9499**

WANTED
Boys and Girls, ages 12-16, canvassing for newspaper subscriptions, evenings and weekends. Will pick you up and take you home. If interested please contact
Tracey or Dave, 431-7744

\$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, H-07, 7 days

OPERATOR/PROGRAMMER
Entry Level
Working with Wang VS mainframe in team environment and good working knowledge of P.C.'s. Able to diagnose hardware/software problems & place service calls. Own transportation a must. Alternating monthly shifts.
Please send fax: **905-477-9179**

Contracting firm located at Morningside & 401 requires computer literate, enthusiastic, people-oriented individual to perform general office duties including communications coordination.
Please apply by phone to:
416-724-8896
or by fax to **416-724-0204**

OPERATOR/PROGRAMMER
Entry Level
Working with Wang VS mainframe in team environment and good working knowledge of P.C.'s. Able to diagnose hardware/software problems & place service calls. Own transportation a must. Alternating monthly shifts.
Please send fax: **905-477-9179**

WANTED
Person to hand pick vintage and used clothing throughout the Toronto area. Knowledge of clothing and fabric helpful, must have own car, will train. Call Joseph at (416) 255-2088

Eastern University
A UNIVERSITY DEGREE IN ONE YEAR

- * Home Study: B.A., B.Ed., M.B.A., M.A., M.Ed.
- * Design your own program
- * Credit For Work experience

Pre-Register for a one hour info. session
SHERATON PARKWAY HOTEL
Feb. 21st, 6 or 8 p.m.
(416) 236-6917

570 Employment Wanted
PAINTING & DECORATING. Old fashioned quality and detail. Call Martin (905) 294-2073.

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NANNY/HOUSEKEEPER Primarily to care for 18 month old boy. Salary plus benefits included. Markham Rd. & 16th Ave. Call 905-294-3955.

555 Domestic Help Available
BRENDA'S CLEANING Complete home & office services. Weekly / bi-weekly. Carpets, upholstery, windows. Call (416) 282-0173.

555 Domestic Help Available
QUALITY house cleaning available for Markham & Unionville. Phone Maxine: 905-686-0744.

EXPERIENCED cleaning ladies, available weekly or bi-weekly. References available. Call anytime, Kelly 416-391-4717.

EXPERIENCED cleaning lady available for Markham, Unionville and Stouffville. Thorough, reasonable and references. Call Lisa: 416-499-9164.

GET THAT JOB!

COMPUTER/OFFICE SKILLS
WordPerfect Excel AccPac
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Start anytime. Flexible schedule. Day and evening Courses

ACADEMY OF LEARNING
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LAI D OFF - OVER 45 - You may qualify for training assistance from the Provincial Government

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sales agents

At Allstate Insurance, our vision is simple - to revolutionize the delivery of insurance and related services by providing the tools and resources necessary to enable our agents and brokers to develop and sustain extraordinary relationships that give our customers peace of mind.

We're looking for Sales Agents who are strongly focused on their community. They need not have insurance industry experience but, rather, a commitment to superior customer service. You're self-motivated, entrepreneurial and have strong communications and presentation skills. You are able to work a flexible schedule involving some weekends and evenings and, ideally, have a post-secondary education and previous sales experience.

If you have the ability, then we can offer you a unique opportunity as one of our multi-line sales professionals. We provide superior insurance products and a comprehensive two year development program that includes a guaranteed income. And all combine to start you off on a rewarding career that will lead you to setting up your own neighbourhood office.

We offer an attractive remuneration package and the opportunity to apply your abilities with an organization that values and rewards success. Please send your resume, in confidence, to: **Alex Hall or Paul Gaffney, One West Pearce, Suite 207, Richmond Hill, Ontario L4B 3K3 Fax: (905) 731-1508 No agencies please.**

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EXPERIENCED ELECTRICIAN/TECHNICIAN

Panel building, PLC programming, design and layout of control systems for packaging machinery. Experience with AC/DC and Servo drive an asset. Successful candidate will be able to complete an entire project from planning to commissioning with minimal supervision. Capable of training other staff.

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505 Careers

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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 \$39,000 and benefits 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
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Please no phone calls.

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Candidates should have a thorough knowledge of Microcomputers, related peripherals, LAN/WAN and working knowledge of Novell Netware, strong interpersonal and communications skills a must.

If you have the qualities and skills we need, please submit your resumé in confidence to:

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FAX: (905) 477-7687
Attn: Service Supervisor
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