

CAREERS CAREERS CAREERS CAREERS

510 general help

Experienced instructors needed in Windows 3.1 & 95 (Introductory & Advanced), Access, Word, PowerPoint, C++, and Visual Basic programming as well as for Keyboarding, dBASE, Lotus 1-2-3, WordPerfect 6.1, Local Area Network, Data Communications, GroupWise and Internet. Please send resumes to: A. Whynot, Durham College, Management Centre, 1610 Champlain Avenue, Whitby, Ontario L1N 6A7. No phone enquiries please.

WE ARE HIRING!
DOOR KNOCKERS REQUIRED.
\$15/HR. No commission, 2 hours and evenings, Mon. to Thurs. Outgoing individuals who enjoy talking to people, car a must!
Call Carroll Home Improvements
(905) 420-4880 ext. 224

APPLY NOW!
Management expansion!
Branch Managers, Managers, Assistant Managers. Need energetic, smart, determined people. For personal interview call Amy 479-1879.

Required one Landscape/Maintenance Forman Person. 3-5 years experience. Clean driver's abstract. Call or fax resume to 905-887-5155.

RETAIL INVESTIGATOR
for York Region. Starting rate \$9.00/hr. Full or part time, some nights involved.
Fax resume to:
(416) 291-5657 Mon.-Fri.

525 office help

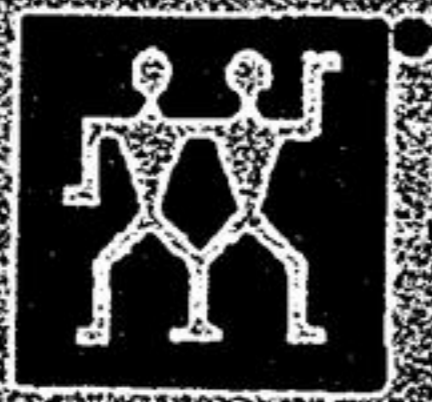
Full-time Receptionist
Hours 8:30-4:30
Filing, typing, phone, & some computer knowledge. \$17,000 per annum plus.
Fax: 415-9219

JUNIOR ACCOUNTS RECEIVABLE CLERK
Manufacturing company requires individual with computer skills to assist the Credit Manager in the functions of the credit and receivables department. Must have prior collections experience. Some switchboard relief. Good communication skills and ability to work well with others a plus. Full company paid benefits package. Send resume in confidence to:
THOMAS LIGHTING
Attention: Margo Lavole
189 Bullock Dr.
Markham, Ontario L3P 1W4

RECEPTIONIST
Receptionist required to start immediately. Typing and basic computer knowledge required. Please fax resumes to: Irene Rueckwart
(905) 946-0613.

525 office help

PART-TIME RECEPTIONIST/FILE CLERK
(JUNIOR POSITION)
Exceptional opportunity to join a leading manufacturer of fine quality cutlery. Qualified candidates will have:
- Pleasant and efficient telephone and reception manner.
- Good command of the English language.
- Good invoice filing skills.
- Accurate typing (40 w.p.m.)
- Enjoy varied duties and have a steady work history.
This position is permanent Part-time (Daily 4 hours, weekly 20 hours)
Apply in person or by resumé to:
J.A. HENCKELS ZWILLINGSWERK CANADA LTD.
60 McPherson St.
Markham, Ontario L3R 3V6
Fax: (905) 475-0635
(3 lights north of Steeles between Warden and Woodbine Ave.)



A Markham-based (Woodbine/Steeles) publisher/consultant requires a full-time
OFFICE ADMINISTRATOR
The successful candidate will be responsible for office management, clerical, typing, & page layout work and reception duties.
The candidate must possess computer experience in a Macintosh environment using PageMaker, Microsoft Word & FileMaker software. Salary based on skills & experience, please include salary expectations with your resume and mail to:
Box 4580
Economist & Sun
9 Heritage Rd. Markham, Ontario L3P 1M3

INTERMEDIATE ACCOUNTANT
Reporting to the Vice President of Finance, the intermediate accountant will be responsible for a variety of accounting duties including credit review, collection of accounts receivable, cash postings, reconciliation of customer accounts, bank reconciliations and administration of payroll. The ideal candidate will have a minimum of 3-5 years accounting experience and will be a 4th - 5th level CMA/CGA. If this opportunity is of interest to you please send your resume to the address or fax below by August 8, 1995. We wish to thank you in advance for your resumes, as only successful applicants will be contacted.
Gear for Sports Canada, Att: Deborah Young
380 Bentley St., Unit #1,
Markham, L3R 3L2
Fax: 905-470-0499

ADMINISTRATIVE ASSISTANT
The successful candidate should have the following: Word Perfect, EXCEL, Easy Pay, Group Benefits, Customs Knowledge, as well as inventory control. If you feel you have the requirements for this position please send your resume to:
Northwestern Golf
145 Anderson Ave.
Markham, Ontario L6E 1A4
or Fax to 905-294-6249
Contact: Chandra 905-294-0332



525 office help

Accounting Assistant
We are seeking an accounting assistant familiar with A/P in a computer environment. Lotus and Accpac an asset. Please reply to: Carol Lingohr
G.H.I. Marketing Inc.
319-7100 Woodbine Ave.
Markham, Ont. L3R 5J2
or fax your resume to:
(905) 946-0613
(No Phone Calls Please)

Electronics Company located near Highway 7 and Woodbine is looking for a
RECEPTIONIST
Candidate must be personable and willing to learn. Typing and accounting experience an asset.
Apply in person to
DGW Electronics Corp
85 Spy Court
Markham, Ontario

Temporary/Full time/Part time Position
Bilingual (English/Chinese)
RECEPTIONIST ADMINISTRATOR
For New Home Sales office in Markham.
Please call: 1-905-567-9965 after 12 noon

515 skilled & technical help

WANTED
Licensed Class A Mechanic & 2nd or 3rd year Apprentice
Apply in person to:
Active Tire
5803 Highway 7, Markham
ask for Val or Mike
or Call 472-8868

535 hospital medical/dental

St. Laurent Paperboard Inc. is a leading manufacturer of corrugated packaging products. We currently require an Occupational Health Nurse to support our health and safety program in our Markham facility.
Occupational Health Nurse (Part-Time)
The candidate must possess a certificate of competence from the College of Nurses of Ontario and hold a certificate in occupational health nursing (C.O.H.N.(c)). The successful candidate will have strong interpersonal skills and be highly organized to effectively assist the facility in the health and safety program. The ability to train First Aid/C.P.R. would be an asset for this position.
The part time schedule is two days per week. We offer a competitive pay rate and the opportunity to join a quality assurance environment. Please send your resume in confidence to:
Human Resources Department
St. Laurent Paperboard Inc.,
1193 North Service Road West, Unit C11,
Oakville, Ontario, L6M 2V8.
Fax (905) 825-9699.

530 sales help & agents

Natural Gas SALES AGENTS
required in York Region.
Full training provided.
Call 905-946-1515

INSIDE SALES PERSON
A highly motivated, enthusiastic person is required to sell office supplies. Responsibilities include:
- Servicing existing clientele, as well as expanding the territory.
- Order processing.
- Product sourcing/invoicing.
The successful candidate will have experience in sales and communicates well on the telephone. Is familiar with a basic understanding of computer terms, with office supplies knowledge seen as an asset. We offer attractive commissions, salary, bonus and benefit plan. Please fax your resume to: 905-475-7329 or write to:
OPS BUSINESS SYSTEMS INC.
7676 Woodbine Ave., Unit 2
Markham Ontario L3R 2N2
NO PHONE CALLS PLEASE.

550 domestic help wanted

EARN A GOOD INCOME FROM YOUR OWN HOME
Wee Watch Private Home Day care is looking for mature, reliable individuals interested in providing quality day care in their own home.
We offer:
- Full training and ongoing support.
- Necessary equipment for children 6 weeks and older.
- Full insurance coverage.
- Payment for statutory holidays.
- Payments for the first 5 days of a child's illness.
For more information call:
Wee Watch
MARKHAM, UNIONVILLE, STOUFFVILLE, UXBRIDGE
479-5789

570 employment wanted

UNIVERSITY student looking for work doing odd jobs around the house. Good rates, call Jamie 294-7886.

555 domestic help available

CLEANING lady with car, reasonable, references, (905) 294-6538
EXPERIENCED cleaning lady available at excellent rates. Call Julie at 416-760-9410.
EXPERIENCED cleaning lady available for Markham, Unionville and Stouffville. Thorough, reasonable and references. Call Lisa 416-499-9164.
EXPERIENCED cleaning lady available who takes pride in her work. References. Please call Barb 905-642-2597.
EXPERIENCED, reliable house cleaning available for Markham, Unionville & Stouffville. References. Call Madine 905-686-0744.
GET 3 for the price of one! House up to 3000 sq. ft. will be cleaned for only \$80. Vacuuming, dusting, floors washed, washrooms, kitchen, window ledges and baseboards. Call Fulez 479-4845.