

Careers Careers Careers Careers

500 career training

COMPUTER TRAINING LATEST SOFTWARE

START A NEW CAREER IN 1996!
Play and Learn (Call for Details)

LAST CHANCE for FALL COURSES

Train in only 4 months for an exciting, new career

- Microsoft Office, WordPerfect & Lotus
- Supervisory Skills • Bookkeeping

Call our Career Advisor, TODAY! Financial assistance may be available.
Full instruction by experienced adult educators.

MARKHAM (905) 940-9100
MISSISSAUGA (905) 238-6422
AJAX (905) 427-1922

DIAMOND MANAGEMENT INSTITUTE

500 career training

Can't find a Job?



Take Advantage of this **TRAINING OPPORTUNITY!**

From Introductory to Advanced MicroComputer Applications

- ✓ Choose the software you want to learn
- ✓ Choose the level of training you need
- ✓ Choose Windows or DOS software training

No Fees for UIC Participants
Learn the technology of modern business
Call TODAY! (905) 642-8691

Presented by: **COMPUTER learning centre**
Funded by: **People Investing In People CANADA EMPLOYMENT CENTRES**
MARKHAM • NEWMARKET • RICHMOND HILL

515 skilled & technical help

DON VALLEY NORTH LEXUS TOYOTA Auto Technician

An opportunity exists at 3120 Steeles Ave. East. If you are an experienced, licenced technician and are interested in joining a progressive company that is committed to providing quality products and services, we would like to hear from you. Preference will be given to applicants with previous Toyota experience. Please call Mrs. Oki at **416-798-7188**

NEW LOCATION TORONTO SCHOOL OF BUSINESS



One Phone Call Can Change Your Life!

Picture yourself in an exciting new career! It could happen in as little as six months, and it all begins with one phone call.

Choose From Our Exciting Career Options:

One Phone Call Can lead to an exciting NEW CAREER	Business Administration	Legal Secretary Medical Office Assistant
NATIONAL TRAINING PROGRAMS	Hotel & Restaurant Management	Word Processing
It's Ready For You! Start Your Career In As Little As 6 MONTHS	Micro Computer Business Applications	Dental Chairside Assistant
It's Only a Phone Call Away	Computer Programming & System Analysis	Micro Computer Electronics
Computer Support Specialist (includes Networking)	Travel & Tourism	Accounting & Computers
	Bank Telling & Financial Services	Executive Secretary

If you are 45 years of age or older and recently laid off you may qualify for training assistance from the provincial government.

- Financial Assistance may be Available
 - Pre Employment Readiness Training Will Teach You How to Get a Job
- Not all courses available at all campuses

Enroll Now for **NOVEMBER** MEET TODAY! (enrollment starts Wednesday)

TORONTO School of Business

Helping You Build a Better Life

MARKHAM (905) 472-2591
8515 McCowan Rd. Corner Hwy. 7 & McCowan (opposite Markville Shopping Centre)

42 locations coast to coast

Please Check Your Ad!

555 domestic help available

TWO Cleaning ladies available for Markham, Stouffville & surrounding areas, reliable, reasonable with references. Call Debbie and Renee 416-265-6998

EXPERIENCED woman seeks cleaning job. References (416) 495-6912

EXPERIENCED cleaning lady available quality service at excellent rates. Call Julie at 416-759-9410

EXPERIENCED cleaning lady will clean your house to perfection. References on demand. Own transportation. 416-439-7299

EXPERIENCED thorough cleaning lady with car, reasonable. References. 905-294-6538

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

MARIA'S Italian Cleaning team 4 mature English and Italian Speaking cleaning people. Free estimates. Please call (416) 446-0059 leave message.

NEED your house cleaned? Call the best, Kris Hoover's the name, forget all the rest. 640-2089

POL-CLEAN consistent, reliable, affordable housekeeping services, also clean up after dinner parties, call anytime 416-439-2024

RELIABLE Cleaning lady available. Years of experience. Houses & offices. References available. Call Avril 905-472-4721

Corporate Communications

If you have an accredited university degree or a 3-year college diploma or progressive work experience, you could become a well-trained Corporate Communicator.

You will hone your skills in writing, media relations, stakeholder influence on corporate management, presentations and other disciplines needed to be an effective communicator in tomorrow's marketplace.

The program runs full-time for 22 weeks at Seneca's Richmond Hill Campus 24 Wright Street.

You are a resident of York Region, must undertake a personal interview, a written test and be receiving UI benefits to be eligible. This program is sponsored by Human Resources Development Canada in York Region and is tuition free.

For more information, please call Nick Douloff at 416-491-5050, ext. 2041



520 computer data processing

NETWORK CONSULTANT \$35/K

Great growth opportunity for an individual working towards getting a CNE designation. Client requires experience with installation and servicing Novell LANs plus a strong background in Intel based PC systems. Novell Netware 3.12 and various Windows applications are a must. Knowledge of network testing hardware and software systems is an asset.
Bryan, Jason & Associates
416-867-9295 Fax: 416-867-3067

535 hospital, medical, dental

CAREER CHANGE?

Clinical assistant required for busy Chiropractic clinic. Applicant must be very high energy, optimistic, detail-oriented and possess excellent communication skills. Previous fitness, sports therapy or kinesiology experience an asset.
Apply in person to:
West Chiropractic Clinic
4747 Highway 7 East
Unionville

Seneca College Training for UI Recipients

INTERNET WWW Support Technician

(No fees for participants)
Participants must:

- Quality to receive UI assistance
- Have minimum Grade 12 education
- Have 3 years of hands-on computer experience in a DOS environment

STARTS NOV. 27/95
To book an orientation session Call Richmond Hill Campus 905-770-5211 ext. 238

People Investing In People **CANADA EMPLOYMENT CENTRES**
MARKHAM NEWMARKET RICHMOND HILL
Human Resources Development Canada

565 volunteers

FREE dental treatment. Patients needed for final dental board exam in Halifax for December 13-15, 1995. Qualified candidates will receive free dental treatment as required by the examination protocol. Traveling and accommodation will also be free. If interested please call 905-731-4994

570 employment wanted

ACCOUNTANT bookkeeper with 15 years experience. MSWord, Quattro Pro, Windows, Excell, ACCPAC Plus, Imports & Exports, bilingual 477-1416

ELECTRICAL tech-2 yrs diversified exp (industrial, residential) with Allen Bradley PLC exper. Would like to apprentice under Lic. electrician. Phone Andrew at (905) 438-0854

GET THAT JOB!

COMPUTER/OFFICE SKILLS
Windows 95, WordPerfect, Lotus 123, Typing, Excel, Word, Harvard Graphics, AccPac, Bedford, Dos, DBase

Start anytime-Flexible schedule
Day and evening Courses

ACADEMY OF LEARNING MARKHAM - 940-8973
LAD OFF - OVER 45. You may qualify for training assistance from the Provincial Government

550 domestic help wanted

HOUSECLEANING 4 bedroom house including laundry, ironing and polishing for a family of three 10 hours per week at \$10 per hour. Call 905-294-8618

Please Check Your Ad!

505 careers

EARN UP TO \$550 A WEEK!
We need people to make jewelry (necklace, bracelets, earring) job available coast to coast from your home. No experience needed. Send a self-addressed stamped envelope to: Kevendrus Corp, 991 Matheson Blvd. E. Unit #5, Ref. 431, Mississauga, Ontario, L4W 2V3

548 part-time help

VETERINARY RECEPTIONIST

Part time opportunity available at the Town & Country Animal Hospital, as soon as possible. This position will be mainly reception work and will require evening hours and some days. Veterinary clinic experience is required and computer skills an asset. This will be a long term position for the successful applicant.
Please call 905-640-4107

PLEASE CHECK YOUR ADS

Notice of error in your advertisement must be given following the first day the ad appears. The Economist & Sun, Tribune and Weekender assumes no financial liability for typographical errors or copy omissions other than the cost of space occupied by the error.
Call 294-4331 or 294-2200