

500 career training

JOB FINDING CLUB

For Unemployment Insurance (UI) or Social Assistance recipients (SAR)

The Business Council provides a hands-on approach to assist job-ready clients in:

- Accessing the Hidden Job Market
- Preparing an effective resume and cover letter
- Developing networking and interview skills
- Getting that job!

To register call (905) 513-9909
A 3-Week Job Search Course funded by:



510

MARKHAM DODGE CHRYSLER
REQUIRED IMMEDIATELY
FOR

CUSTOMER SERVICE RELATIONS

Personable with excellent communication and organizational skills. Part-time 2 1/2 days per week.
Salary to commensurate with experience.

471-1500

Diana DeSadeleer
10am - Noon

Subcontractor for snow removal with 4x4 (up to \$65/hr) or van / pickup. Also DZ Drivers, loader app., general labour.

905-882-6182

JUST OPENING!

We need 25 people immediately for management/inventory control / marketing/assistant manager, secretary/receptionist. No experience necessary. Job training provided.
Call Valerie at (905)479-3370

NEW COMPANY

Expanding in Scarborough/Markham. 20 positions available for new locations. Rapid advancement, travel, lots of \$\$\$.
Paid training. No experience necessary.
Call Marsha 905-472-6764

DEMONSTRATORS

Required to promote and sell a variety of products. Permanent part time positions available. Weekend and evening work available. Candidates must be well groomed, enthusiastic and possess excellent communication skills. Please fax resumes to Carol at 905-470-2137 or leave a message.

Markham Insurance Broker
Tom Buckley Insurance
Requires full-time

P/L CSR

To service in-house accounts.
RIBO licensed. Minimum 2 years experience.

Fax resume to (905)479-0259

525 office help

SALES ADMINISTRATOR
(Contract Position)

Established International Software Company based in North York seeks an aggressive self motivated team player. In order to fill this position, you must be a presentable, high energy outgoing individual with previous administrative or related experience. Fluency in Microsoft Word for Windows and Excel required.

Advanced communication skills and ability to multi task in a professional sales environment is a must.

Submit resume and salary expectations to: P.O. Box #6432, The Mirror, 10 Tempo Ave. Willowdale, Ont. M2H 2N8
(Only candidates considered for an interview will receive response)

SECRETARY PERSON-FRIDAY

Required for Markham company starting immediately. Position requires bookkeeping to trial balance, Word Perfect, previous experience with computer accounting programme.

Apply to P.O. Box 300
Markham, L3P 3J7

535 hospital, medical, dental

Experienced GDA

Career minded GDA with excellent communication skills required for a state of the art general and speciality Dental facility located in Unionville (Kennedy & Hwy. #7). This position offers a challenge beyond assisting PDA and computer knowledge an asset.
Fax resume to: 905-479-7808

545 teaching opportunities

Due to Expansion POSITIONS AVAILABLE FOR NEW TEACHERS

Professional qualifications required:

- University degree
- Experienced in OAC Math
- OAC French & OAC Science

Part time positions available.

Please call (905) 201-0094

Professional Directory

Cam-Pro Tax & Accounting Inc.
For Accounting, Budget Forecasts & Salary Incorporation, GST/ST, HST, Financial Statements on Monthly/Quarterly/Annual Basis, Personal and Corporate Taxation.
LOCATED IN UNIONVILLE - 24 YEARS OF CANADIAN EXPERIENCE
M. (Omar) Umar, B. Comm, AGMA, CMA
(905) 513-7248
"An Affordable Alternative"

Feldstein & Associates

CHARTERED ACCOUNTANTS
• Accounting • Audit • Bookkeeping
• Personal & Business Income Tax
FREE INITIAL CONSULTATIONS
Evening & weekend appt's avail
Bus. 415-0913
Mark Feldstein Warren Feldstein
Res: 731-0673 Res: 731-5203

ANDREW FELDSTEIN & ASSOCIATES

Barristers & Solicitors
• Litigation • Matrimonial • Corporate • Criminal
• Wills & Estates • Real Estate • Immigration
Bus: 415-1636 Res: 416-481-5505
Weekend & Evening Appointments
FREE Initial Consultation

CHARGED WITH A TRAFFIC OFFENCE

Former Police Officer will Assist you in Court
Counsel available for Impaired Driving
Call 905-477-3284

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.

510 general help

WANTED

"100" OF THE BEST INSIDE TELEPHONE SALES

Fast Growing, Progressive, Hi-Tech Company
Sales Experience a Must!!
MUST be an excellent communicator
Base + Commission + Benefits + Paid Vacation
Fax resume to 905-888-9991

525 office help

GENERAL OFFICE

Busy office in Markham is looking for a self starter and motivated person for a part/full time position

- Qualifications:**
- Must have good tel. & communication skills.
 - Word Perfect 5.0
 - AP, AR and payroll experience
 - Knowledge of accounting
 - Computer experience
 - Must have a car
 - Good typing skills
 - Salary depending on experience

Please fax your resume to:
905-294-1702 Attn: Cyndy
Deadline: Nov. 8, 1995

General Assistance F/T

Hardworking, self-starter for Lite Warehouse/ Office. Varied duties involve lifting/standing. Excellent opportunities in Jr. Admin. for non-smoker, motivated, intelligent person with good common sense & a positive attitude.
MUST HAVE: Perfect English, Grade 12 & work experience.
Fax to: 905-474-9223

BILINGUAL INDIVIDUAL

Required for growing service firm in the sporting goods and hardware business, for the position of **Customer Service Administrator**.
Potential candidate must be self-motivated, **bilingual**, have a college or university degree, and possess excellent communication skills and have a working knowledge in office related computer programs with accounting experience an asset.
Qualified candidates should send their resumes to P.O. Box 64552, Unionville, Ontario L3R 0M9

525 office help

Accts. Rec. Clerk

Minimum 2 yrs. experience (with contract/ note rec. experience preferred). Must work well on own and under pressure and be comfortable with a computerized system. Knowledge of lotus and word perfect an asset. Please reply to: Susan Anthony, by fax (905) 946-0613.

Customer Service Administrator

Company located in Hwy. 7 and Leslie area requires a person to work in Customer Service for a Manufacturing Company. Full or Part Time position. Duties include order desk, order entry, collections, filing, phones and other duties as required. Please fax your resume to 905-731-9206 Attn: Human Resources.

"used to do it."

Unicef

40 YEARS

Just bowling...

PARTICIPATION
The movement for active, healthy living

To place your "Classified" ad please call
640-2874
852-9741
294-4331