

Careers Careers Careers Careers Careers Careers Careers Careers Careers Careers

510 general help

PERMANENT PART-TIME OFFICE HELP
16th. & 404 office requires an experienced person for 3 days per week for reception and secretarial duties. Windows, WP6.1 and excellent typing skills, a must. Applicant must be organized and able to work independently.
Please fax resume to: 905-770-1843.

510 general help

LANDSCAPE MAINTENANCE
Residential landscape maintenance firm has openings for experienced foremen. A minimum of 3 years in all aspects of residential maintenance is required, along with clean driving record. Horticultural training and exterminators licence will be an asset. Entry level positions for labourers also available.
Call 905-888-9056 for interview, or fax resume to: 905-888-9477.

500 career training

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!

GET THAT JOB!
COMPUTER/OFFICE SKILLS
Windows 95 Excel AccPac
WordPerfect Word Bedford
Lotus 123 Harvard Dos
Typing Graphics dBase
Start anytime-Flexible schedule
Day and evening Courses
ACADEMY OF LEARNING MARKHAM - 940-8973
LAID OFF - OVER 45: You may qualify for training assistance from the Provincial Government.

Landscape Foreman
Excellent career opportunity for top producer. Offering great pay with benefits. 5 years leadership experience with Bobcat skills preferred.
Markham Landscaping is a progressive Design/Build Residential Firm. 37 years strong.
Fax resume to: 640-8278
or call Catherine 640-3113

The Economist & Sun Distribution Verifiers
Position Available
University, College & High School students with reliable transportation wanted who are willing to work part-time up to 20 hours per week afternoons, evenings & occasional Saturdays with the possibly extra hours while off school. The **Economist & Sun** is seeking someone who is enthusiastic, self-motivated, able to work under minimum supervision and understand the importance of high standards.
Duties will include phone verifying door to door flyer and newspaper deliveries, light office duties, trouble shooting and various other duties. Excellent phone skills a must and an excellent command of the English language. Good hourly rates including mileage offered with flexible hours. Interested parties should call:
Barry Goodyear
Manager-Distribution
Monday-Friday
10am-12 noon & 2-5pm
905-294-8244
The Economist & Sun

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
Be Ready for a New Career in as little as 6 MONTHS	Micro Computer Business Applications	Dental Chairside Assistant
It's Only a Phone Call Away!	Computer Programming & Systems 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 MARCH CALL TODAY! Limited Space Available!
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

525 office help

FULL/PART TIME REAL ESTATE ASSISTANT Required
Must have licence and computer skills. Organization, telephone manner, personal initiative, diligent work habits and strong customer care are assets. Car necessary.
Please send resume to:
Box 4592
Markham Economist & Sun
9 Heritage Rd.
Markham, Ontario L3P 1M3

CITY SMARTS **stefi lara**
We are looking for people who:
• Know what it means to give outstanding customer service
• Have experience in ladies wear retail
• Want to bring fun and enthusiasm to our stores
• Truly believe the customer always comes first
We offer:
• A competitive wage/salary
• Excellent bonus & reward programs
• All the training you'll need to be successful with us
Due to expansion we currently have openings for:
Store Managers
If a rewarding career with much potential growth is what you are after please fax your resume to:
416-340-1750

\$16.00 Per Hour
Working in the **SOFT DRINK INDUSTRY FT/PT Positions**. Must be neat in appearance and have own Vch. Call 1-800-427-7632 for Sat Appt.

East End Markham Broker needs CSR with RIBO licence.
Send resume to:
Box 4594
Economist & Sun
9 Heritage Rd.
Markham, Ontario L3P 1M3

525 office help

MYRON MANUFACTURING
Myron Manufacturing has been a Direct Marketer of Imprinted Business Gifts in Scarborough for over 15 years. As a result of our continued growth, we are recruiting for a permanent full-time
BILINGUAL (FRENCH/ENGLISH) INBOUND REP.
to provide all aspects of customer service, almost exclusively through telephone communication and on-line order entry.
Qualifications: Superior communication skills in written and spoken French and English languages, accurate on-line data entry, professional telephone manner and work ethics, ability to work independently in a fast paced environment. Aptitude for spelling, grammar and working with numbers are very important. Previous in-bound experience in an on-line environment is required.
Compensation includes competitive salary, employer sponsored comprehensive benefits package and training. Accessible by TTC.
Qualified candidates should direct their inquiries to:
MYRON MANUFACTURING
Attn: Human Resources
945 Middlefield Road, Scarb., ON: M1V 5K8
Fax: 416-291-8985
Myron is an equal opportunity employer and encourages all qualified candidates to respond. Only those under consideration will be contacted.

525 office help

CUSTOMER SERVICE REP
Plumbing/Commercial & Industrial Products company has an immediate opportunity for an organized, self-starter w/excellent communication & interpersonal skills. You must be proficient at working with computers, incl. Microsoft Office Windows software. Customer service experience a must. Bilingualism (F/E) is a definite asset. Please send your resume in confidence to:
Customer Service Manager
Nibco Canada Inc.
720 Cochrane Drive
Markham, ON L3R 8E1

Part-time Real Estate Receptionist
Required for Markham area a part-time real estate receptionist. Must be self-starter, well organized and able to work well under pressure. Computer and telephone experience necessary. Evenings and weekends. Please send resume to:
Box 4583
c/o Markham Economist & Sun
9 Heritage Road,
Markham,
Ontario L3P 1M3

Data Entry Clerk
Part time in Markham Area
Flexible hours.
Accurate Alpha/Numeric 10,000k/s.
Fax Resume to 905-513-1083

PART-TIME OFFICE HELP
Come and Join a small team. Energetic, junior with good skills for general office duties typing, reception and some computer knowledge. Will train right person. Initially part time.
Call (905) 470-0019

530 sales help & agents

TRC of Canada, Ltd.
Needs qualified Manufacturers Rep. Excellent training, opportunity, compensation & benefits. Full or part time. Immediate opening, established accounts. Write:
M.I. Walsh; Dept 4000,
Box 711, Ft Worth, TX 76101

555 domestic help available

EXPERIENCED cleaning lady, available for Markham, Unionville and Stouffville. Thorough, reasonable and references. Call 416-499-9164.
EXPERIENCED cleaning lady, available. Quality service at excellent rates. Call Julie at 416-759-9410

550 domestic help wanted

SENIOR gentleman requires live-in companion/housekeeper for Markham area. Must have driver license. Reply to Box 4593, c/o Economist & Sun, 9 Heritage Road, Markham, Ontario L3P 1M3.

Check Your Ad!

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, windows, ledges and baseboards. Call Rula: (905) 479-4945

INVENTORY CLERK
Must have a minimum of 3 years experience in the Inventory Control Field. Duties to include: data processing, in depth analysis. Full time position competitive benefit package salary negotiable. **Only qualified applicants please apply.**
Please mail resumes to:
55 Clegg Rd.
Markham, Ontario L6G 1B9
Att: Human Resources
or fax: **905-477-9232**
Att: Human Resources

555 domestic help available

MARIA'S Italian Cleaning team, 4 mature English & Italian speaking cleaning people. Free estimates. Call 416-446-0059 or leave message, or 416-706-3203.

