

510 general help


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ENERGETIC: mature individual to direct children's programs and assist in routine duties at the Uxbridge Library. Minimum 10 weeks to begin early June or sooner. Send resumes, clearly marked "Summer Position" by Fri. May 10, 1996 to:
Cathy Thomson,
Uxbridge Public Library, Box 279,
Uxbridge, Ont. L9P 1P7.

HAIRSTYLIST WANTED
Must have 2 years experience
Part time hours
Call Wendy
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GRAPHIC DESIGNER
Position available immediately for a self-directed, highly motivated individual to create, coordinate all of our print production. Including product packaging art work, pricing/product literature and promotional material. Knowledge of Pagemaker and Corel are essential. Our company is a wholesaler for a large selection of products distributed throughout North America.
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DURHAM REGION COMMUNITY CARE ASSOCIATION
A summer office position is available at Uxbridge Community Care starting May 13, 1996. Applicant must be enrolled in a college or university and plan to return to full time studies in September. Would suit student in social sciences with good social communication and organizing skills and some computer experience. Successful applicant will work with volunteers in meeting service requests from clients, handle information, Uxbridge calls, and assorted other duties.
Please submit resumes to be received no later than noon, Monday, May 6, 1996 to:
Katherine Anderson
Administrator, Home Support Services
Uxbridge Community Care,
75 Marietta St., Unit One,
Uxbridge, L9P 1K7
Fax: 905-852-7879
Only those selected for an interview will be contacted.

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525 office help

Construction Firm requires **Part-time Possibly Leading to Full-Time** Computer, Simply Accounting 1-2-3, AmiPro. Knowledge of receivables, payroll, costing, an asset. Resume and expected wages to:
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Markham Economist & Sun
9 Heritage Rd., Markham, Ontario L3P 1M3

525 office help

CARMICHAEL BIRRELL & CO. is a progressive, dynamic and successful North York-based executive search firm. As a result of current and anticipated future growth, we have openings for the following two positions:

OFFICE MANAGER
The ideal candidate will come equipped with a minimum of two years office management experience encompassing payroll/commissions, A/R, A/P, government remittances, etc. Preference will be given to those candidates who possess solid bookkeeping/accounting skills, superior word processing capabilities (Microsoft Word for Windows 6.0) and a strong internal/external customer service orientation.

RECEPTIONIST
Professional image, likable and a high service orientation are must have attributes in the ideal candidate. In addition, superior word processing (Word for Windows 6.0 preferred) and telephone communication skills as well as a keen eye for detail are essential.

Competitive salary, benefit plan and a positive, upbeat work environment are offered for both positions. Please fax or mail a reply in confidence to:
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North York, Ontario M2H 3R1
Fax (416) 495-8270

525 office help

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