

Careers Careers Careers

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career training

GET THE COMPUTER SKILLS YOU NEED



COMPUTER SUPPORT SPECIALIST/ONE NETWORK ADMINISTRATION/WINDOWS NT MICROSOFT OFFICE • WINDOWS WORD • EXCEL • ACCESS • POWERPOINT

DIAMOND INSTITUTE
Of Business and Computer Technology

200 Town Centre Blvd.,
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NEW CLASSES

Financial assistance may be available to those who qualify.

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- WORD PROCESSING



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• Not all courses are available at all campuses
• Financial Assistance may be Available
• Job Placement Assistance

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RICHMOND HILL (905) 883-8520
NORTH YORK (416) 221-4386
REXDALE (416) 213-8288
8515 McCowan Rd. Corner Hwy. #7 (Opposite Markville Shopping Center)
9555 Yonge St. Suite 400 (Opposite Hillcrest Mall)
5734 Yonge St. (at Finch subway) Willowdale
55 Woodbine Downs Blvd. 2nd floor (Hwy. 27 & Finch)

505

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YORK-MED SYSTEMS INC.

Requires 2 highly motivated individuals with a proven ability for problem solving, excellent oral and written skills. They must be knowledgeable of networked and multi-user environments including Novell Netware and Windows for Work groups.

APPLICATION SPECIALIST - CLIENT SUPPORT

2-3 years in applications support experience, preferably in the Help Desk environment. Thorough knowledge of the MS Office suite including customization, templates and macro languages. Experience with Communication packages including scripting languages. Programming background a definite asset. A vehicle is necessary for travel to client sites. The successful candidate will be responsible for assisting end users with integrating commercial products along with our own customized software into the Medical office environment.

JUNIOR PROGRAMMER

2-3 years in Windows application development environment. Knowledge of C, C++, Clipper and other xBASE dialects. Experience with Office productivity and Communication packages including macro languages. The successful candidate will be responsible for maintaining and ensuring the continued quality of York-Med's software in the Medical office environment. They will also provide technical backup to the support group and provide 2nd and 3rd tier support directly to clients.

Resumes should be sent to: Fax 905-940-2574
E-mail: yorkmed@ibm.net
Attn: Human Resources (plain text only)

510

general help

FULLY QUALIFIED INSTRUCTORS

required for CNE training and Microsoft applications in Markham, with practical experience.
Fax resume's to: 1-905-940-5700

BILINGUAL

French/English speaking for telephone work. No Selling.
Please Fax Resume to:
905-470-9563

ESTHETICIAN/ NAIL TECHNICIAN

to take over clientele.
Call 640-8080, Vince

ALASKA JOBS!

Earn up to \$30,000 in three months fishing salmon. Also construction, canneries, oil fields, and more! Call 7 days.
1-504-641-7778 Ext: 0213.K7.

COUNTER HELP

Wanted part time for local 1 hour photo store.
Call 905-201-1401

HAIRSTYLIST

Opportunity for a full / part time stylist to join our creative hair team.
Call Marc, 905-642-0336

BOUWMEISTER LANDSCAPING LTD.

is in need of
3 LABOURERS
Minimum 1 yr. experience
2 FOREMEN
Minimum 4 yrs. experience
Both positions required Air Brake Endorsement Licence.
Please fax resume to
905-640-7179

510

general help

20 NEEDED IMMEDIATELY!

Who are hardworking, enthusiastic and willing to work with others.
CALL JILL (905) 479-3370

515

skilled & technical help

EXPERIENCED SAMPLE MAKER

Needed for Ladies Interlock Garments

Minimum 5 years experience as a sample maker in fashion industry. Sewing ability on industrial single needle machine. Industrial serger, 2 needle cover seamer and blind hemmer. Good communication skills. Please call:

Susan Lichovnik
Design Systems
90 Tiverton Court
Markham, Ontario
(905) 474-5291 Ext. 281
9:00am- 3:00pm

510

510

general help

PRODUCTION CO-ORDINATOR

For Graphic Company.
Minimum 5 years experience.
Fax resume: 905-940-4188.

Experienced part-time help required for rapidly growing Janitorial Co. Must be available evenings and weekends and must be bondable.
Please mail resume to
Box 4573,
c/o Economist & Sun
9 Heritage Road
Markham, Ont. L3P 1M3

DREAM JOB!

Earn \$150 in 2 nights demonstrating high quality fashion jewelry. No investment. No delivery. We train.
Call 1-800-726-3324 ext #1077

BE YOUR OWN BOSS

Tired of working for someone else? No gimmick or investment. TRC of Canada needs manufacturer's representative. Excellent training, opportunity, compensation and benefits. Industry leaders. Full or part-time. Write:
TRC Canada, P.O. Box 711,
Ft. Worth, Texas, 76101, USA

RECEPTIONIST

Part Time
Dental experience preferred.
Reply to:
37 Sandford Drive, Suite 104
Stouffville, L4A 7X5

Markham based landscape Company currently seeking hardworking individuals for property maintenance and landscape construction. Experience preferred. Application deadline Feb. 27, 1997. Send or fax resume to:

151 Bentley Street
Unit #10
Markham, Ont. L3R 3X9
Fax: 905-940-2111
No phone calls please

Small Engine Mechanic/Shop

STEWARD

For growing landscaping company. Should be licenced or close to being licenced.

MPS

MARKHAM
PROPERTY SERVICES
472-4842

525

office help

CLERICAL HELP WANTED

Part-time Attractive pay
Data entry position available
Bookkeeping experience an asset
Please fax resume to:
905-642-6339

RECEPTION/ ADMINISTRATOR

A full time reception administrator required immediately for a large general contracting company located in Markham area. Salary range \$21,000-\$24,000 per year. Computer skills in MS Word and Ami Pro.
Please Fax resume to:
905-474-1611

MAC OPERATOR

For Graphic Company.
Minimum 8 years experience.
Fax resume to
905-940-4188.

DTP/ PREPRESS SERVICE BUREAU

Requires entry level Mac preflight and customer service persons for our output department. Knowledge of Quark or prerequisite. Illustrator & Photoshop would be beneficial.
Fax resume to (905) 731-3343.

LEGAL SECRETARY

In house counsel requires secretary proficient in commercial, leasing, real estate and WP 6.1
Fax resume attn:
Lindsay Regina
Human Resources Manager
905-881-7841

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Campaign Manager

The United Way of York Region is seeking a Campaign Manager. Reporting to the Campaign Director, this individual will assist The United Way with its annual fundraising campaign.

The successful candidate will possess a minimum of 3 years corporate fundraising experience, have an understanding of not-for-profit organizations and York Region. This team player will possess outstanding presentation, interpersonal, communication and organizational skills that inspire enthusiasm and commitment. You are a self-starter, possess a working knowledge of the Windows Environment and have strong analytical and administrative skills. Sales & Marketing experience would be an asset. Please fax resume with covering letter stating salary expectations to: (905) 474-1860 or call (905) 474-9555

ECCO
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Markham



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