

525



GLOBAL TRAVEL COMPUTER SERVICES

Chief Financial Officer

YOU challenge organizations with solid financial analysis and are motivated to communicate and present your business savvy. You are confident and experienced and feel comfortable filling in for the President.

THE COMPANY Global is the largest independent supplier of on-line computer services to the retail travel market.

TO QUALIFY, you must have:

- CA or equivalent with a proven track record as a financial generalist
- Hands on financial skill in providing probing financial analysis and solutions
- Personal skills in creating open and effective leadership practices
- Proven performance with all Secretary-Treasurer functions
- Skills to complete financial joint ventures and Public Offering activity

Located in Markham, the position offers an attractive salary base plus incentive with car and benefits. If you are looking for interesting challenges, please send your resume via fax to: Anton Sassur (905) 479-3042.

office help

555 domestic help available

525

office help

545

teaching opportunities

AFFORDABLE, thorough & reliable cleaning available. References. Call Lisa 416-499-9164.

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

EXPERIENCED cleaning lady available for Markham, Unionville, & Leslie areas. Call 416-492-2557

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 Kathy or Rula: (905) 479-4945

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

TIME TO BUILD....

your career with LEGO Canada Inc., Canada's leading provider of construction toys. We are currently seeking a Junior Credit Representative to assist with the timely collection of receivables. This involves monitoring and reconciling customer accounts-issuing collection letters, credit notes, invoices, and/or contacting the customer directly. Plus, credit checks and investigating/resolving outstanding claims.

The ideal candidate will be computer literate, highly accurate and an effective communicator. Plus, have related work experience and education.

Please forward your resume to:

LEGO Canada Inc.
380 Markland Street
Markham, Ontario
L6C 1T6
Fax: (905) 887-1171



SUPERVISOR

for Non-Profit childcare Centre Minimum 5 yrs. ECE experience in an integrated setting with children of all age groups. 3 yrs. Supervisory experience with a proven track record in staff development, program administration and financial management. Ability to operate in a highly motivated team environment. Working knowledge of Excel, Word Perfect and Business Vision.

Submit resume to
The Board of Directors
c/o Human Resource Committee
240 McClellan Way
Aurora, Ontario L4G 6P3

Nursery Support Services seeks ECE's \$11.44/hr and Trained Assistants \$9.00/hr to work as supply teachers in daycare centres North of Steeles Ave. If you are flexible have excellent skills and enjoy a challenge please write to NSS explaining why you would be an asset to our team.

22 Meadowvale Road
West Hill, Ont. M1C 1R8
Only successful applicants will be contacted

ADMINISTRATIVE ASSISTANT

required for an engineering consulting firm located near Woodbine and Steeles.

The successful candidate will provide full-time word processing and administrative support primarily to contract administration/field inspection staff.

Top-notch WORD and EXCEL skills are required as well as the ability to prioritize, perform strict quality control checks and communicate well with all staff. Previous experience in an engineering firm or the construction industry would be an asset.

Please forward your resumé to:

COSBURN PATTERSON MATHER

7270 Woodbine Ave., Ste. 300, Markham, ON L5R 4B9
fax: (905) 474-9889

We thank all candidates for their interest, however, only those selected for an interview will be notified.

525

office help

COMMERCIAL CSR/MARKETER required for a Markham brokerage. Candidate must have computer skills, be an independent worker, have 3-5 years experience, be self-motivated, have excellent communication skills and have a RIBO license. A.I.C. a definite asset. Send resume to **Box #2409** c/o The Era Banner 580B Steven Court Newmarket, Ontario L3Y 4X1

530

sales help & agents

BILINGUAL SALES REPRESENTATIVES

Well established Private Label Cosmetics company requires two dynamic, organized, self-starters. One must speak French and English fluently. Both must have excellent customer service skills. Two years sales experience required, or experience in the Cosmetics Industry. Salary plus commission.

Send resume to Box: 4598
Markham Economist & Sun
9 Heritage Rd.
Markham, Ontario L3P 1M3

555

domestic help available

MIRAGE CLEANING SERVICES

Homes cleaned thoroughly for \$50.00



24 HRS. 416-818-6237

ACCOUNTANT/OFFICE MANAGER

A part time Accountant/Office Manager is required for a busy electronics company in Markham. Experience necessary in office administration, credit and collection and accounts payables. Candidate will also be assisting the Controller in all general accounting duties. Previous experience and accounting training required.

If you are interested in applying for this position please send your hand-written resume to:

SEMAD

85 Spy Court, Markham, Ontario L3R 4Z4
or fax 905-475-4158

ACCOUNTING SUPERVISOR

Markham area Customs Broker requires a mature, responsible individual with 3-5 years supervisory experience. The candidate should be hardworking, motivated, and able to accept responsibilities as they are presented. Experience with a computer-based accounting system (main frame preferred) is a must.

Full benefit package, salary commensurate with experience.

Please fax resume and salary expectation to the attention of:

Mr. David Glionna (905) 882-2250

JOB FAIR

Saturday, April 5, 1997
Markville Shopping Centre
To book your Booth call
294-4331

Bridal Show

WIN a \$1,000 Honeymoon Voucher!



March 2nd, 1997

10am - 5pm

Sheraton Toronto East

2035 Kennedy Road

(at 401)

Scarborough

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or pick up your tickets at one of these locations

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10 Tempo Avenue, Willowdale

252 Galaxy Blvd., Etobicoke

Parkway Mall Information booth, Victoria Park/Ellesmere

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(All net proceeds donated to the Make a Wish Foundation and the Cancer Society)