

515

skilled & technical help

Johnson Controls, one of the largest and most highly regarded organizations in the facilities, operations and maintenance industry has an opening in our Markham head office for a part-time:

**Programmer/Analyst**

Your responsibilities will include maintaining various accounting, accounts payable and payroll systems using such programming language as RPG III, RPG 400, OCL and CL programming along with providing technical support for the AS400. A background of at least 3 years is necessary in the areas of RPG and AS400.

Please send your resume to:  
Human Resources, File 970610  
Johnson Controls Ltd.  
7400 Birchmount Road  
Markham, Ontario L3R 5V4  
Fax: (905) 474-5433

No phone calls please. Only those applicants selected for an interview will be contacted.



525

office help

**OFFICE HELP**

Must have experience with Word Perfect. Knowledge of AP/AR. Other general office duties.  
Fax resume 905-841-4078.

**RECEPTION & INVOICING**

P/T position for mornings in Markham. Telephone skills and knowledge of ACCPAC OE/AR essential - starting July. Mail Resume to: Personnel Dept., 30 Royal Crest Court, Unit 7, Markham, L3R 9W8

Markham Insurance Broker seeks experienced commercial

**CSR**

For medium sized office. Please fax resume to Richard Farmer at 905-415-9557 or call 905-415-9551

525

office help

**ACCOUNTS PAYABLE**

Bring your high energy to Wine Art Inc. the leading national retailer of home brew wine/beer. You have one to three years experience in accounts payable/receivables and have keen aptitude for learning. You are organized, detail orientate with good communication skills. We will train the right candidate within a relaxed professional environment. Location Markham.

Reply either by fax 905-477-9232 or e-mail wineart@vecon.on.ca  
We wish to thank all applicants for their interest in this position and advise that only selected candidates will be contacted.

**Secretary/ Receptionist**

For busy Markham Real Estate Office. Good command of English and experience in Word Perfect. Fax resume to: 905-477-0505

Experienced

**Real Estate Legal Secretary**

For busy two lawyer office. Must be able to work on own, be computer literate, and preferably speak Italian.

Please call Geni at 905-882-8666.

**Property Management Admin. Assistant**

For luxury high rise condo. Part Time. Prior experience an asset. Call 513-6345 (leave message)

**ACCOUNTING CLERK**

Responsibilities include: Accounts Payable, Accounts Receivable and Billing. Minimum 1 to 2 years accounting experience. Candidate must be accurate and possess strong communication and computer skills. Candidate must have a working knowledge of ACCPAC A/R, A/P, Microsoft Word & Excel for Windows.

Salary starting 23K depending on experience and qualifications.

To apply please send your resume in confidence to:

Kin Leung, Phonetix Intelcom  
2 East Beaver Creek, Building 2,  
Richmond Hill, Ontario, L4B 2N3  
or fax to (905) 707-8828

530

sales help & agents

Build your business with Int'l Co. seeking FT & P/T Reps to sell ready-to-wear loungewear & lingerie sales by Catalogues & home parties. Free kit & training. Opening for Managers. For interview call 905-678-7455.

545

teaching opportunities

**TEACHERS WANTED**

For summer camp.

- French
  - Music/Drama & Visual Arts.
- Please call Jan at 416-285-1227 or Fax resume to: 416-285-0667

555

domestic help available

**MIRAGE CLEANING SERVICES**

Homes cleaned thoroughly for \$60.00  
• Windows • Stove Tops  
• Washrooms, etc.



24 HRS. 416-412-0905

555 domestic help available

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

**CLEANING** lady available! Strong, fast & meticulous. Excellent references. Call Karen, 905-640-8692.

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

Careers

Registration



**Summer School '97**

Theory courses leading to Royal Conservatory of Music Examinations. Courses in Rudiments, History, Harmony & Analysis. Classes begin July 2nd - August 7th in preparation for Royal Conservatory theory examinations August 8th-9th.

Contact the School of Music 472-9750

Deadlines for application: Tues. June 17th

**Summer Camp Registration**

Attention advertisers there is still time to place your summer camp registrations section coming Thursday June 19, 1997. Deadline is Wednesday 11am for advertising information please call

Markham  
Cindy or Kate  
905-294-4331  
Stouffville Uxbridge  
Bonnie at  
905-852-9741  
905-640-2874

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- Hedge & Shrub Trimming

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- turf renovation

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- Shade trees 2 1/2" to 9" trunk diameter
- Evergreen trees 6' to 30' height
- We plant and transplant trees
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6394 Bethesda Rd. (Stouffville)  
Please call for appointment

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HWY 48  
6TH LINE  
STOUFFVILLE RD.