

505 careers

BDO **BDO Dunwoody**
Chartered Accountants
and Consultants

ACCOUNTING TECHNICIAN/RECEPTION

BDO Dunwoody is currently seeking a recent college graduate from a two or three year accounting program for our Uxbridge Office. The successful candidate will possess excellent communication and interpersonal skills and have a pleasant telephone manner. You are well organized and able to handle multiple tasks. This position, beginning November 1, 1997, offers full-time hours from March to May and part-time hours for the remainder of the year.

Please forward your resume and cover letter, by fax or mail to: BDO Dunwoody, Recruiting, 38 Toronto St. N., P.O. Box 1648, Uxbridge ON L9P 1N7 Fax: (905) 852-9898

We would like to thank all candidates who apply, but only those selected for an interview will be contacted.

500 career training

TRAIN TO BE A PERSONAL SUPPORT WORKER (HEALTH CARE AIDE)

Part-time evening classes
UPGRADING PROGRAM FOR HEALTH CARE AIDES ALSO AVAILABLE

NEW SKILLS VOCATIONAL SCHOOL
135-137 Main St., Markham
Call Registrar for More Information
1-905-294-5573

Government approved program
Financial Assistance may be available for those who qualify

510 general help

MARKETVIEW Insurance Services

We require self-motivated people with telemarketing background for full and part time positions in Stouffville. Wheelchair accessible. Must be able to meet deadlines. Must be computer literate. Able to communicate well with others. \$10/hr. + bouses
Please call 905-642-8060

515 skilled & technical help

FLORAL DESIGNER

with flower shop experience needed. Evenings and days position, 25-30 hours/week available. Apply in person at: Flower Depot, 4981 Hwy #7 East. Ask for Regina

510 general help

Biovail

CONTRACT RESEARCH

Biovail is conducting studies involving currently marketed medications in our modern clinical research facility in Scarborough.

We require healthy males for INSTITUTIONALIZED & WEEKEND blood level studies

To participate you must be:

- Male
- Age 18-45
- Non-Smoker
- Taking No Medications/Drugs
- Compensation \$500+

Remuneration upon completion of study
If you are interested in participating in a study or require additional info please call:
(416) 752-3333 ext. 235
Monday-Friday, 8am - 3pm
After 3pm leave a message and your call will be returned.

505 careers

BE YOUR OWN BOSS

Experienced Financial Planner required for Stouffville financial planning office.

Fax resume to: Manager
(905) 642-8369

CERTIFIED DENTAL ASSISTANT

For a busy group family practice in Uxbridge. Thorough knowledge of dental office procedures and able computer skills beneficial.

Send current resume by fax to
(905) 852-1882
or mail to: P.O. Box 1351
Uxbridge, Ont. L9P 1N6

520 computer data processing

WANTED: MAC WIZARDS

We currently require two Mac Wizards to become part of our success story.

The CEO Group Inc. is the leader in Hi-Tech recruitment methods in Canada, and we're looking for the right people to assist in our continued growth.

As our Macintosh Artist, you'll need to be a wizard at design, with a keen eye for detail while working in a fast-paced environment and the ability to create spell-binding work on QuarkXpress, Adobe Photoshop & Illustrator. Your knowledge of the print industry, colour and scanning is equally impressive.

In the role of Production Co-ordinator, your background in 4-colour print production, coupled with an extensive knowledge of Macintosh systems/software, has taught you how to organize, budget and meet deadlines. Your magic touch extends to Spreadsheets.

Both positions require a minimum of 3 years related work experience, University or College degrees and excellent written and verbal communication skills.

To cast your spell as a Mac Wizard with The CEO Group Inc. fax your resume to:

(905) 830-0062
Attn: Shelley Marsland
e-mail: smarsland@ceogroup.com

We thank all applicants for applying, but only those selected for an interview will be contacted.

PRODUCT PLANNING

Mature help required. Must have Excel and Windows requirements. Must have analytical & clerical skills. Salary range 24-26,000 to start. Fax resume to: 905-415-1122
Attn: Michelle Schulz

The Uxbridge Tribune requires PART TIME OFFICE HELP

Tues. & Thurs., 4-8 p.m.
Saturday 8 am - noon
Must have car
Call Debbie, 852-9741

510 general help

AZ DRIVERS REQUIRED IMMEDIATELY

HERE'S WHAT WE CAN DO FOR YOU!

- TOP WAGES
- FULL RANGE BENEFITS
- NEW EQUIPMENT
- TRACTOR HOME PRIVILEGE
- SIGN UP BONUS

HERE'S WHAT YOU NEED!

- VERIFIABLE EXPERIENCE
- VISA CLEARANCE
- WILLING TO WORK
- DEPENDABLE

CALL BOB OR TOM 1-800-661-6718

CHOKO Motorsports INC.

Choko Motorsports Inc., Canada's leading designer and marketer of branded and licensed motorsports apparel has openings for **regular full time and part time warehouse staff.** Duties include receiving, order picking, shipping and some driving. Previous warehouse experience a real asset.

Please fax resume in confidence to: 905 642-1011, Attn: Lloyd or visit us on the 10th Line.
Location: Stouffville, Ontario.

525 office help

SECRETARY RECEPTIONIST

Required for Vehicle Leasing Company Woodbine & Steeles

- Full-time Monday to Friday.
- Windows is essential.
- Good interpersonal skills
- Excellent command of English is required.
- Friendly working environment

Fax resume to: **905-477-5902**

Careers

MARKETING MANAGER

New Position

Old Port International Marketing Inc. distributes giftware and decorative accessories from around the world to international markets. This highly self-motivated individual will provide support and communication to our sales reps and distributors.

You must be well organized and comfortable dealing with multiple tasks, priorities and cultures. Effective communication skills as well as a proven record of successful selling and administration are needed.

The position is based at our Port Perry, Ontario head office. Travel will be extensive. Recent university graduates are welcome to apply, but must have requisites for consideration.

Apply in writing before October 17th stating income expectations to:

The President
Old Port International Marketing Inc.
16050 Old Simcoe Road
Port Perry, ON L9L 1P3
Fax: No. (905) 985-4838

We are able to reply only to those being interviewed.

MOLLY MAID

is now accepting applications for employment. Drivers licence required.
905-472-2575

TELEMARKETERS

Business to business telemarketing. Full/Part-time. Sales or customer service experience. Fluent in English. Salary plus commission. Hwy #7/ Leslie Call **(905) 764-1951**

525 office help

OFFICE ASSISTANT

A full time reception clerical support for manufacturer of personal care products located John & Woodbine in Markham. Computer skills in Excel and MS Word.

Please fax resume to:
905-475-0994
only qualified applicants will be contacted

555 domestic help available

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 Kathy or Rula: (905) 479-4945

MAXINES Cleaning Service (20% Fall Special to new clients). Reliable, experienced, ladies. Weekly & bi-weekly. Maxine 905-686-0744

Opening for full time employment, mechanical ability an asset.

Call 905-640-1770 for interview

ESTIMATOR/PROJECT MANAGER

for Commercial Painting Contractor

Fax resume to:
905-640-8871

OVERNIGHT MERCHANDISERS WANTED

Needed to stock shelves for Christmas rush. Toys "R" Us, Markham. Please apply at our Kennedy and Denison store.

555 domestic help available

DIAMOND CLEANING SERVICES

Homes cleaned thoroughly for **\$60.00** Quality Services Insured & Uniformed

NOW IN YOUR AREA

Free estimates
24 HRS. 416-818-6237

AVON

Join now for **CHRISTMAS Selling!**
Earn extra income
Call Francine at 416-398-9390

COMPANIES OR INDIVIDUALS required to clear snow from mail boxes on contract basis in Markham
Call between 9am-3pm Mon.-Fri.
1-519-451-4349

OPEN HOUSE

Our client in the Markham area requires:

LIGHT ASSEMBLY WORKERS

- must be flexible to work all shift days/afternoons/midnights
- excellent working conditions
- \$7.50/per hour

Please join us for coffee/donuts
Thursday, October 16th, 1997
9 a.m. - 4 p.m.
to register for work

LOCATION - 8330 Woodbine Avenue, (one light south of Hwy #7, on the west side)

Ishbel Wilkie & Joanne Locky
NORRELL SERVICES