

510

general help



**It's NOT a JOB...
It's a CAREER!**



**OPENING
SOON IN
NEWMARKET
ONTARIO**

The Home Depot is the largest, most profitable and fastest-growing company in the retail home improvement industry. We are known for our innovative approach of combining the warehouse format with the high level of customer service, low price and incredible selection. And for the fifth consecutive year, The Home Depot was named Fortune magazine's most admired retailer for its quality of management and the ability to attract, develop and keep talented people. If you are interested or have retail experience in the following areas, we want to talk to you!

**NOW ACCEPTING APPLICATIONS FOR
FULL and PART TIME POSITIONS!**

- Lighting Specialists
- Wallcovering Experts
- Window Treatment Specialists
- Plumbers
- Building Materials Specialists
- Experts in Tools & Hardware
- Electricians & Painters
- Garden Experts
- Locksmiths
- Carpenters
- Interior Decorators & Designers
- Lot Persons
- Cashiers (all shifts)
- Millwork Specialists
- Nursery persons
- Flooring Experts
- NKBA Kitchen & Bath Designers
- Receivers
- Carpet Specialists & Estimators
- And More

We are also looking for people with strong customer service & administrative skills to work in the Special Service areas. Applicants must be able to work flexible hours.



Apply in person: 10am-4pm
Tuesday, March 3rd & Wednesday, March 4th

THE HOME DEPOT

17850 Yonge Street North, Newmarket, ONT

The Home Depot is an equal opportunity employer and provides a smoke free environment.

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**CANADIAN TIRE
MARKHAM
AUTO CENTRE**

A very busy auto centre requires:
**FULL TIME
SERVICE CONSULTANT**

Experience preferred

Apply in person with resume!
185 Bullock Drive
Markham, Ontario
or fax 905-294-6998

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office help

**P/T RECEPTIONIST
Real Estate Office**

Busy real estate office needs a mature, dependable, efficient, part-time receptionist to be available to work days, and/or weekends. Proficiency in computers, real estate good people skills and flexibility required. Typing must be at least 60 wpm. Previous real estate experience preferred. Only those applicants with these skills will be contacted.

Please drop off resume and references to Royal LePage Real Estate Services Ltd. 4261 Highway 7, Markham, Ontario L3R 1L5 or fax to 905-940-4199

No telephone calls please.

550

domestic help wanted

WANTED part-time Housekeeper / Cook. Driving duties. Mon-Thurs 4pm-8pm, Friday any 4 hours. Must have own car. \$200/week. Days 416-863-2166. Evenings/weekends 905-472-3639

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domestic help available

EXPERIENCED cleaning ladies, great work at great prices! Please call Lisa at 416-370-0041

FREIDAS Cleaning Personal Service. In business since 1970. 3200 sq ft \$60. 905-470-7975, call 416-567-2065

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 Ruta: (905) 479-4945

MAID to order house cleaning service. Phone estimates available. Competitive rates. Call Fay, 640-5381

ULTIMATE CLEANING SERVICE no teams, bonded and insured, satisfaction guaranteed. (905) 763-9348

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office help

**BOOKKEEPER/
SECRETARY**

Temp to perm, 30 hrs per week (flexible hours). Must have knowledge of computerized accounting packages, also Windows 95, Excel and Microsoft Office. Some drafting experience would be an asset. Please fax resume to: 905-576-8967

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office help

**In Touch
with
Tomorrow**

Toshiba, one of the most sought after Fortune 500 companies, currently has two (2) openings for:

**ACCOUNTS PAYABLE
CLERK**

Responsibilities will include: data entry, matching invoices to cheques, handling customer enquiries, filing, and other related duties.

You will have 1-2 years of accounts payable & data entry experience, and excellent communication & interpersonal skills. Both positions are on a 6 month maternity leave contract basis.

Toshiba offers a friendly & professional work environment. Interested? Please forward your resume to: Human Resources, TOSHIBA OF CANADA LIMITED, 191 McNabb Street, Markham, ON L3R 8H2. Fax: (905) 470-3521.



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general help

THE WINE SHOPPE

Canada's Retailer of fine wines requires energetic **RETAIL STORE MANAGERS**

For our newest location within Zehrs in Uxbridge. We offer a great group of people to work with and all the training you will need to be successful with us.

We are looking for someone who:

- is successful and results oriented
- knows what it means to give outstanding customer service
- has previous management experience
- has creative merchandising ability

We offer:

- an excellent benefits package
- the opportunity for a bonus package

Please send your resume by March 13, 1998 to:

The Wine Shoppe
P.O. Box 10550, Winona, Ont. L3E 5S4

While we thank all applicants who apply, we will only respond to those under consideration.

Also Available:

Canada's retailer of fine wines has openings for enthusiastic and flexible Part-Time

WINE SHOPPE REPRESENTATIVES

For our location within Zehrs in Uxbridge

We offer:

- a very competitive hourly rate
- an incentive program
- a great group of people to work with
- all the training you'll need to be successful with us

We're looking for people who know what it means to give outstanding customer service. Must be available for days, evenings and weekends. Please drop your resume off in person between 10:00 a.m. and 4:30 p.m. at The Wine Shoppe located within Zehrs, 321 Toronto Street South, Uxbridge.

While we thank all applicants who apply, we will only respond to those under consideration.

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office help

Family owned business located in Markham requires a full time person experienced in

**ACCOUNTS
RECEIVABLE**

Duties include deposits, investigation of customer claims, credit notes and trouble shooting. Must have ability to do detailed work and have excellent communication skills. Experience on SBT accounting, Windows and Lotus would be an asset.

Fax resume to Jeff Horton at 905-475-5300 or phone 905-475-6026

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office help



Thinking Outside of the Box...

Accounts Payable Analyst

Reporting to the Accounts Payable Supervisor, you will be responsible for the coding and processing of approved expenses and employee invoices. Working in a team participative environment you will research invoice discrepancies and inquiries from vendors and store personnel. Key to your success in this role will be 1-3 years of previous accounts payable experience, preferably in a retail environment. Analytical abilities are essential, as are excellent communication, organizational, and interpersonal skills. Completion of accounting or bookkeeping-related courses would be a definite asset.



Send resume to: Joanne Taylor, Business Depot Ltd. 30 Centurian Drive, Suite 106, Markham, ON L3R 8B9. Fax: (905) 513-7194. E-mail: jotaylor@busdep.com

Diversity and equality are the foundation of our employment practices.

**Please
Check
Your Ad**

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office help

BOOKKEEPER

Must have knowledge of trail balance and Simply Accounting experience. 3-4 days per week. Please fax resume to: 905-709-0182

F/T OFFICE HELP

Please resume to:
905-472-8011

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hotel, restaurant

WAITER/WAITRESS

Must have experience. Part-time or full-time. Please drop off resumes at 323 Denison Road, Markham (north of Steeles at Woodbine)

BAR & WAITSTAFF

Fax resume A.S.A.P.
Attn: Lorenzo 905-472-0581

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domestic help available

DIAMOND CLEANING SERVICE

INCLUDES:

- MAKE BEDS & CHANGE LINENS
- STOVE TOPS & APPLIANCE SURFACES
- KITCHENS
- BATHROOMS
- DUSTING
- VACUUMING
- CLEANING FLOORS
- GARBAGE REMOVAL

Up to 3000 sq. ft.

\$75.00

(416) 818-6237

Please See
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for more Classifieds