



# Careers

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career training

## Thornhill Job Finding Club

(905) 707-7332

- This program will help you find a job by:
- Locating potential employers
  - Accessing the "hidden job market"
  - Obtaining interviews and presenting yourself with confidence
  - Preparing or updating professional looking resumes and covering letters
- Job Find Club Members have access to:
- Computers and laser printers
  - Fax service
  - Daily newspapers, free postage
  - Secretary/receptionist trained facilitator
- You may be eligible to take advantage of this 3-week Government sponsored program. Call for details.

# 75%

 of our participants were employed within 12 weeks

Limited Seating Available. Please Phone Now to Reserve!

Sponsored by:



Human Resources Development Canada

Développement des ressources humaines Canada

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## GET FAST, RECOGNIZED TRAINING THAT WORKS.

Graduate in as little as 6-12 months in:

- ▶ ACCOUNTING & COMPUTERS
- ▶ BANKING & FINANCIAL SERVICES
- ▶ BUSINESS ADMINISTRATION
- ▶ COMPUTER BUSINESS APPLICATIONS
- ▶ COMPUTER SUPPORT SPECIALIST
- ▶ ELECTRONICS, COMPUTER & NETWORK TECHNICIAN
- ▶ INFORMATION SYSTEMS PROGRAMMER
- ▶ EXECUTIVE OFFICE ASSISTANT
- ▶ LEGAL ADMINISTRATIVE ASSISTANT
- ▶ MEDICAL OFFICE ASSISTANT
- ▶ DENTAL CHAIRSIDE ASSISTANT

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Strategic Alliance with IBM

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## Images of Opportunity

OE, A Division of Canon Canada Inc., is an ISO-9002 certified office equipment retailer and solution provider committed to an unparalleled standard of quality and service. Our competitive advantage comes not only from strategic and enthusiastic growth initiatives, but from a corporate philosophy that places individual achievement and environmental responsibility at the centre of global success.

### Human Resources Recruiter

Working with the HR Consultant, you will be responsible for reviewing resumes, interviewing, testing candidates and checking references. Other duties include updating spreadsheets and responding to enquires.

Complementing your Human Resources certificate (College/University/HRPAO) is 3-5 years generalist HR experience, with a strong recruiting component. Excellent communication, organizational and time management skills are required, as are the ability to meet deadlines and handle stress, a high level of initiative and a strong attention to detail. You must be proficient with Word and Excel.

Ready to invest in a company that's ready to invest in you? Canon values your input and rewards individual contributions. Please forward your resume, in confidence, to the Human Resources Department.

OE, A Division of Canon Canada Inc.  
Human Resources Dept.  
1490 Denison St.  
Markham, Ontario  
L3R 9T7  
Fax: (905) 305-3913  
E-mail: smckean@canada.canon.com

OUR COMPANY'S IMAGE IS A REFLECTION OF THE DIVERSITY OF OUR PEOPLE.

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## it's about Our People

That's what makes us different. We wouldn't be where we are today without people like you and we remember that. Shaw is a fast moving company in a technically advanced world, but we still have values. We care about our employees like we care about our families. That's just the way it works. That's cool. That's Shaw.

### ASSISTANT QUALITY CONTROL SUPERVISOR

You will support customer service representatives by setting and enforcing the use of guidelines and tools for handling different customer service related scenarios. Utilizing your excellent communication and organizational skills you will maintain a record of customer letters and follow up on the processes to ensure customer satisfaction. As you manage the productivity of the call centre, you will additionally coordinate communications on call centre operations and process related issues.

Your positive leadership skills in a team environment will help you achieve your goal of customer care excellence. Highly motivated, you are dedicated to continuous improvement. Your post secondary degree or equivalent combination of education and experience rounds out your qualifications. You are willing and able to work shifts.

### TECHNICAL SUPPORT REPRESENTATIVE

Answering all technical support calls from Wave customers, you help provide them with solutions and suggestions. This will include TCP/IP protocol, PC hardware and software troubleshooting. You will also book and manage customer installation and provide specific conversion help and statistical reports as required. Acting as a liaison with the systems in managing customer installations and network troubleshooting, you will assist with other training and help to improve work functions.

Your degree or diploma in Computer Science or Engineering is accentuated by your strong background in DOS, Windows 3.1, 3.11, 95 and NT and Macintosh OS. Your excellent PC hardware and software troubleshooting skills provide you with an advanced working knowledge of TCP/IP stack installation and troubleshooting. Additionally, you possess a good understanding of network technology and the Internet. You have excellent communication and sales skills and are able and willing to work shifts.

For both positions, your friendly manner and customer service approach enable you to deal with challenging situations with empathy and sincerity.

In return Shaw offers a challenging opportunity for professional and personal advancement in a progressive work environment. Please send your resume, in confidence, stating the position you are applying for, by April 10, 1998, to: Shaw, 244 Newkirk Road, Richmond Hill, Ontario L4C 3S5.

Shaw encourages applications from qualified women, men, aboriginals, visible minorities, and persons with disabilities. We thank all applicants for their interest; however, only selected candidates will be contacted. No telephone calls or agencies, please.



Please Check Your Ad

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## VILLAGE SALES CAREER OPPORTUNITY

WE OFFER:

- a monthly guarantee
- outstanding commission plan
- monthly & yearly bonus
- comprehensive benefit pkg
- company demo plan
- Nissan Club Excellence Program

YOU OFFER:

- career aspirations
- a commitment to customer satisfaction
- strong work ethic
- sales aptitude
- Cantonese speaking an asset.

Fax resume to 905-940-6636 or call Ted Kelly at 905-477-3337

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6236 Main Street (Next to Town Library) Stouffville, Ontario

## ASSISTANT BAKER AND PART TIME HELP

NO EXPERIENCE REQUIRED WILL PROVIDE FULL TRAINING EARLY MORNINGS FAX RESUME OR APPLY IN PERSON 416-674-3544

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Your Expression, a service oriented retail store in Markville Shopping Centre is looking for Full Time Personnel Experienced in Sales, Customer Service and Merchandising. Please fax resume to 905-946-0540

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## COME WORK WITH THE BEST!

• Warehouse Workers  
• Forklift Drivers (Certified)  
To work with our clients in Aurora and surrounding areas. Please call Isabel Wilkie or Joanne Lockey NORRELL SERVICES 905-726-2901

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