

**the**

APRIL 28, 1988

NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY STUDENT'S NEWSPAPER

# **NUGGET**

## **PLEASE NOTE**

DUE TO POPULAR DEMAND THE PRINTING OF THE NUGGET CAREER SECTION WILL CONTINUE ON A WEEKLY BASIS UNTIL FURTHER NOTICE. TO GET YOUR COPY OF THE MOST RECENT ISSUE, VISIT THE PLACEMENT CENTRE, LOCATED IN THE SOUTH LOBBY AT THE MAIN CAMPUS, THURSDAY AFTERNOONS.

NEW EMPLOYMENT OPPORTUNITIES RECEIVED BETWEEN PRINTING DATES WILL CONTINUE TO BE POSTED ON THE BOARDS IN FRONT OF THE CAFETERIA AT THE MAIN CAMPUS ONLY. YOU ARE ENCOURAGED TO CHECK THESE BOARDS ON A REGULAR BASIS.

GRADUATING STUDENTS WHO ARE ACTIVELY SEEKING EMPLOYMENT, BUT WHO HAVE NOT YET REGISTERED WITH THE PLACEMENT CENTRE, ARE ENCOURAGED TO DO SO BEFORE LEAVING CAMPUS.

## ***THE NUGGET CAREER SECTION***

Produced in co-operation with

**THE NAIT PLACEMENT CENTRE**

ROOM 111 SOUTH LOBBY

EMPLOYMENT OPPORTUNITIES

ACCOUNTANT TRAINEE

POSTING # : 5375 DATE: 880422

DESCRIPTION: THREE-D CONSULTING DESIGNING AS A FULL TIME POSITION AVAILABLE FOR AN ACCOUNTANT TRAINEE.

JOB DUTIES : GENERAL ACCT. PRACTICES, BANKING, INCLUDING COLLECTIONS & CREDIT CHECKS, ACCTS REC & PAYABLE, PAYROLL, MONTHLY STATEMENTS, COSTING, SOME COMPUTER SYTEMS, FINANCIAL PLAN. INCLUDING EQUITY FINANCING & MARKETING

QUALIFICATNS: 2ND OR 3RD YEAR C.G.A. STUDENT OF EQUIVALENT. MUST HAVE 2 YRS PRACTICAL INDUSTRIAL BUSINESS EXPERIENCE

LOCATION : EDMONTON  
START DATE : 88/06/01 SALARY : 30,000.00/YEAR  
JOB TYPE : FT WORK HRS: 40 HR WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES INCLUDING INSTRUCTIONS REFERENCES BY MAIL ONLY TO MS. C.A. HOWARD AT ADDRESS BELOW.

COMPANY NAME: THREE-D CONSULTING DESIGN  
CONTACT NAME: MS. C. A. HOWARD  
ADDRESS : SUITE 602, 10101 SASK. DRIVE  
EDMONTON, ALBERTA T6E 4R5

CLOSING DATE: 88/04/29

THRED SL

ELECTRONIC SERVICE TECH

POSTING # : 5446 DATE: 880422

DESCRIPTION : VIDEO DAZE HAS A FULL TIME POSITION AVAILABLE FOR A ELECTRONIC SERVICE TECH.

JOB DUTIES : SOME SALES OF T.V.S. ELECTRONIC EQUIPMENT, STEREOS IN HOUSE SERVICING. MAINLY INSTALLATION OF CAR STEROS

QUALIFICATNS: GRAD OF ELECTRONIC SERVICE TECHNOLOGY

LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : \$1,322.00 - PER MONTH  
JOB TYPE : FT WORK HRS:

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO THE NAIT INSTRUCTIONS PLACEMENT CENTRE, ROOM 111.

COMPANY NAME: VIDEO DAZE  
CONTACT NAME: SHERYL DEANE, HOME #865-2707  
ADDRESS : 109 ATHABASCA AVENUE  
BOX 2626  
HINTON, ALBERTA T0E 1C0

CLOSING DATE: 88/05/02

VIDEOD KW

SALESPERSON/SALES REP.

POSTING # : 5511 DATE: 880426

DESCRIPTION : CASSIDY'S LIMITED, A LARGE NATIONAL FOOD EQUIPMENT SUPPLIER HAS A FULL TIME POSITION AVAILABLE CASSIDY'S HAS 18 BRANCHES ACROSS CANADA - HAS BEEN IN OPERATION OVER 185 YEARS.

JOB DUTIES : MAY INVOLVE TRAVELLING. THREE MONTH TRAINING PERIOD. MARKETING FOOD EQUIPMENT IN A DES. AREA.

QUALIFICATNS: GRAD OF BUSINESS. SOME EXPERIENCE IN HOTEL OR FOOD INDUSTRY WOULD BE PREFERRED.

LOCATION : WESTERN CANADA  
START DATE : 88/05/02 SALARY : - NEG  
JOB TYPE : FT WORK HRS: 8:30 - 5:00

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES DIRECTLY TO INSTRUCTIONS CASSIDY'S LIMITED

COMPANY NAME: CASSIDY'S LTD., ABC DIVISION  
CONTACT NAME: MIKE WILLIAMS  
ADDRESS : 11448 - 120TH STREET  
EDMONTON, ALBERTA T5G 2Y2

CLOSING DATE: 88/05/13

CASSID KW

JR. TECHNOLOGIST

POSTING # : 5560 DATE: 880420

DESCRIPTION : A COMPUTER SERVICE BUREAU IN CALGARY, A SOFTWARE DEVELOPER FOR OIL & GAS INDUSTRY, HAS A FULL TIME POSITION AVAILABLE.

JOB DUTIES : ANALYSIS OF TECHNICAL WELL FILES, RECORDING OF SPECIFIC DATA ELEMENTS FOR DIGITIZATION & USE IN A COMPUTER DATA BASE. INTERACTION WITH AN ONLINE DATA BOX SYSTEM FOR UPDATE, VALIDATION & CUSTON OUTPUT. MINIMUM OF 2 YEAR TERM.

QUALIFICATNS: GRAD OF GEOSCIENCES-PETROLEUM EXPLORATION WITH COMPUTER EXPERIENCE OR GRAD OF COMPUTER SYSTEMS WITH OIL & GAS EXPERIENCE

LOCATION : CALGARY  
START DATE : 88/05/02 SALARY : \$8.00 - PER HR  
JOB TYPE : FT WORK HRS: 40 HR WK

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES PLUS TRANSCRIPTS INSTRUCTIONS & REFERENCE FROM PROGRAM HEAD TO NAIT PLACEMENT CENTRE

COMPANY NAME: VIRTUAL COMPUTING SERVICES LTD.  
CONTACT NAME: RICHARD CHANDLER  
ADDRESS : SUITE 940  
9942 - 108 STREET  
EDMONTON, ALBERTA T5K 2J5

CLOSING DATE: 88/04/27

VIRTUA SL

DISPATCH ASSISTANT

POSTING # : 5561 DATE: 880420

DESCRIPTION : AUTO HAULAWAY HAS A FULL TIME POSITION AVAILABLE

JOB DUTIES : COMPUTER ENTRY, QUOTING RATES, TRAINING ON DISPATCH CO-ORDINATING MOVEMENT OF CITY FLEETS. LEARN & UNDERSTAND ALL OFFICE FUNCTIONS TO GROW WITH COMPANY.

QUALIFICATNS: GRAD OF BUSINESS WITH ADMIN MANAGEMENT BACKGROUND. MUST BE SELF STARTER AND ABLE TO WORK INDEPENDENTLY.

LOCATION : SHERWOOD PARK  
START DATE : 88/05/02 SALARY : \$1,525.00 - PER MONTH  
JOB TYPE : FT WORK HRS: 40 HR WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES TO RUDY DYCK AT INSTRUCTIONS THE ADDRESS BELOW

COMPANY NAME: AUTO HAULAWAY  
CONTACT NAME: RUDY DYCK  
ADDRESS : P.O. BOX 3005  
SHERWOOD PARK, ALBERTA T8A 2A6

CLOSING DATE: 88/04/27

AUTOHA SL

PROGRAMMER/ANALYST

POSTING # : 5562 DATE: 880421

DESCRIPTION : DATA PROCESSING FIRM SPECIALIZING IN INSTALLATION OF COMPUTER SYSTEMS FOR BUSINESS SECTOR HAS TWO FULL TIME POSITIONS AVAILABLE.

JOB DUTIES : GOOD WRITTEN & ORAL SKILLS; APTITUDE FOR APPL. DEVELOPMENT AS OPPOSED TO SYSTEM WORK; DESIRE TO DEVELOP BUSINESS APPLICATIONS; MANY OF WHICH ARE ACCOUNTING; GOOD ANALYTICAL SKILLS AS THEY RELATE TO ANALYSIS & PROGRAMMING.

QUALIFICATNS: GRAD OF COMPUTER SYSTEMS TECH. WILL STRONG ACCOUNTING BACKGROUND

LOCATION : EDMONTON  
START DATE : 88/05/16 SALARY : \$1,800.00 - PER MONTH  
JOB TYPE : FT WORK HRS: 40 HR WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO CALL BYRON SILZER AT 468-1083 INSTRUCTIONS FOR APPOINTMENT AT WHICH TIME RESUME WILL BE REQUESTED

COMPANY NAME: COSWYN CONSULTING LIMITED  
CONTACT NAME: BYRON SILZER  
ADDRESS : SUITE 305  
8925 - 51 AVENUE  
EDMONTON, ALBERTA T6E 5J3

CLOSING DATE: 88/04/28

COSWYN SL

TECHNICIAN

POSTING # : 5563 DATE: 880421

DESCRIPTION : ABSO BLUEPRINTS LTD. HAS A FULL TIME POSITION AVAILABLE FOR AN ELECTRONIC SERVICE TECH. \$300.00 PER WEEK + \$500.00 CAR ALLOWANCE & GAS

JOB DUTIES : SOME TRAVEL INVOLVED. PICKUP OR STN WAGON FOR OWN TRANS. PREFERRED. LOOKING AFTER SERVICE OF REPRODUCTION EQUIPMENT EG. PHOTOCOPIER, BLUEPRINTERS, ETC.

QUALIFICATNS: GRAD OF ELECTRONIC SERVICE TECH. OR SOMEONE WITH GOOD KNOWLEDGE OF ELECTRONICS AND MECHANICAL

LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : \$300.00 - PER WEEK  
JOB TYPE : FT WORK HRS: 8:00 - 5:00

APPLICATION : INTERESTED APPLICANTS ARE TO CALL BOB AT 434-9302 INSTRUCTIONS

COMPANY NAME: ABSO BLUEPRINTS LTD  
CONTACT NAME: BOB  
ADDRESS : 6019 - 103A STREET  
EDMONTON, ALBERTA T6H 2J7

CLOSING DATE: 88/04/28

ABSO KW

RESTAURANT MANAGER

POSTING # : 5565 DATE: 880421

DESCRIPTION : WENDY'S RESTAURANT IN SPRUCE GROVE HAS A FULL TIME POSITION AVAILABLE FOR A MANAGER.

JOB DUTIES : RESTAURANT MANAGEMENT.

QUALIFICATNS: GRAD OF BUSINESS ADMINISTRATION WITH MARKETING BACKGROUND; NO EXPERIENCE NECESSARY.

LOCATION : SPRUCE GROVE  
START DATE : 88/05/02 SALARY : \$1,300.00 - \$1,500.00 DEPENDS ON EXP.  
JOB TYPE : FT WORK HRS: 40 HR WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES OR CALL JOHN INSTRUCTIONS SASLOW AT 489-4340.

COMPANY NAME: OXON ENTERPRISES LTD.  
CONTACT NAME: JOHN SASLOW  
ADDRESS : 10708 - 153 STREET  
EDMONTON, ALBERTA T5P 2C7

CLOSING DATE: 88/04/28

OXON SL

SALES SECRETARY

POSTING # : 5566 DATE: 880420  
DESCRIPTION : LOOMIS COURIER SERVICE HAS A FULL TIME POSITION AVAILABLE.  
  
JOB DUTIES : WORD PROCESSING, TYPING, DEALING WITH CUSTOMERS ON TELEPHONE, WORKING CLOSELY WITH DISTRICT SALES MANAGER  
  
QUALIFICATNS: GRAD OF BUSINESS ADMINISTRATION WITH MARKETING BACKGROUND OR ADMINISTRATIVE SECRETARIAL ARTS.  
  
LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : \$1,200.00 - \$1,600.00 PER MONTH  
JOB TYPE : FT WORK HRS: 8:00 - 5:00  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES DIRECTLY TO INSTRUCTIONS ADDRESS BELOW.  
  
COMPANY NAME: LOOMIS COURIER SERVICE LIMITED  
CONTACT NAME: RANDY MCBRIDE  
ADDRESS : 10707 - 178 ST  
  
EDMONTON, ALBERTA T5S 1J8  
CLOSING DATE: 88/04/28 LOOMIS SL

BOOKKEEPER/SECRETARY

POSTING # : 5567 DATE: 880420  
DESCRIPTION : G & E AMUSEMENTS, A COMPANY INVOLVED IN COIN-OPERATED AMUSEMENT EQUIPMENT, HAS A FULL TIME POSITION AVAILABLE IN A ONE-GIRL OFFICE.  
  
JOB DUTIES : BOOKKEEPING, RECEPTION, BASIC SECRETARIAL DUTIES  
  
QUALIFICATNS: GRAD OF BUSINESS WITH ACCOUNTING BACKGROUND OR GRAD OF ADMINISTRATIVE SECRETARIAL ARTS.  
  
LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : \$1,400.00 - \$1,800.00 D.O.E.  
JOB TYPE : FT WORK HRS: 9:00 - 5:00  
  
APPLICATION : INTERESTED APPLICANTS ARE TO DROP RESUMES OFF AT ADDRESS INSTRUCTIONS BELOW OR CALL JIM AT 441-1688 TO ARRANGE INTERVIEW  
  
COMPANY NAME: G & E AMUSEMENT EQUIPMENT LTD.  
CONTACT NAME: JIM  
ADDRESS : 14506 - 115 AVENUE  
  
EDMONTON, ALBERTA T5M 3P9  
CLOSING DATE: 88/04/29 G & E R

LABORATORY TECH

POSTING # : 5569 DATE: 880420  
DESCRIPTION : NOVA CORP HAS A FULL TIME POSITION AVAILABLE FOR A LABORATORY TECH.  
  
JOB DUTIES : OPERATING & MAINTAINING VARIOUS PIECES OF LAB EQUIPMENT USED IN THE ANALYSIS & QUALITY CONTROL MONITORING OF NATURAL GAS. ALSO COVERS ANALYSIS OF PIPELINE CONTAMINATES, DETERMINATION OF SULPHUR COMPOUNDS & STANDARD ASTM TESTS OF LUBRICATING OIL.  
QUALIFICATNS: GRAD OF PETROCHEMICAL OR CHEMICAL TECHNOLOGY. PREFER SOMEONE WITH EXPERIENCE IN NATURAL GAS OR LIQUID ANALYSIS  
  
LOCATION : EDMONTON  
START DATE : 88/05/15 SALARY : \$2,813.00 - PER MONTH  
JOB TYPE : FT WORK HRS: 7:30 - 4:00  
  
APPLICATION : INTERESTED APPLICANTS ARE TO RESUME AND TRANSCRIPT OF MARKS INSTRUCTIONS TO NOVA CORP  
  
COMPANY NAME: NOVA CORP OF ALBERTA  
CONTACT NAME: JOY TAYLOR  
ADDRESS : P.O. BOX 2330  
  
EDMONTON, ALBERTA T5J 2R1  
CLOSING DATE: 88/05/03 NOVAER KW

ENERGY INFORMATION CONSULTANT

POSTING # : 5570 DATE: 880421  
DESCRIPTION : SOLAR ENERGY SOCIETY OF ALBERTA HAS A FULL TIME POSITION AVAILABLE  
  
JOB DUTIES : ABILITY TO READ BLUEPRINTS/COMPUTER ENERGY AUDITS. SOME PUBLIC SPEAKING IS REQUIRED TO CONDUCT WORKSHOPS. BUILDING INSPECTIONS ETC.; COST ESTIMATING  
  
QUALIFICATNS: GRAD OF BUILDING CONSTRUCTION ENG. OR ARCHITECTURAL TECH.  
  
LOCATION : EDMONTON  
START DATE : 88/05/03 SALARY : - NEG  
JOB TYPE : FT WORK HRS: 35-40 HR/WEEK  
  
APPLICATION : INTERESTED APPLICANTS ARE TO CALL STAN MAN AT 426-0498. INSTRUCTIONS DO NOT COME TO PLACE OF BUSINESS.  
  
COMPANY NAME: SOLAR ENERGY SOCIETY OF CANADA  
CONTACT NAME: STAN MAN  
ADDRESS : NORTHERN ALBERTA CHAPTER  
11107 - 103 AVENUE  
EDMONTON, ALBERTA T5K 2P1  
CLOSING DATE: 88/05/02 SOLAR KW

RETAIL MEATCUTTER

POSTING # : 5571 DATE: 880420  
DESCRIPTION : MYERS' MEATS HAS A FULL TIME POSITION AVAILABLE  
  
JOB DUTIES : MEATCUTTING - INVOLVES SOME DELIVERIES  
  
QUALIFICATNS: GRAD OF RETAIL MEATCUTTING. PREFER APPLICANT WITH AT LEAST 1 YEAR EXPERIENCE. VALID DRIVER'S LICENCE REQUIRED.  
  
LOCATION : EDMONTON  
START DATE : 88/05/03 SALARY : \$7.50 - \$9.00 PER HR DOE  
JOB TYPE : FT WORK HRS: 9:00 - 6:00 TUES-SAT  
  
APPLICATION : INTERESTED APPLICANTS ARE TO CALL DAVE AT 466-3959 INSTRUCTIONS  
  
COMPANY NAME: MYER'S MEATS LTD.  
CONTACT NAME: DAVE  
ADDRESS : 8927A - 82 AVENUE  
  
EDMONTON, ALBERTA T6C 0Z2  
CLOSING DATE: 88/05/04 MYERS KW

DENTURIST ASSISTANT

POSTING # : 5575 DATE: 880421  
DESCRIPTION : NEWLY EXPANDED NON-SMOKING DENTURE CLINIC HAS SUMMER AND/OR FULL TIME POSITION AVAILABLE  
  
JOB DUTIES : DUTIES WILL VARY WITH EXPERIENCE  
  
QUALIFICATNS: GRAD OR STUDENT OF DENTAL LABORATORY OR DENTURIST TECHNOLOGY  
  
LOCATION : VANCOUVER  
START DATE : 88/05/06 SALARY : \$1,200.00 - \$1,800.00 PER MONTH  
JOB TYPE : FT WORK HRS: 40 HR WEEK  
  
APPLICATION : INTERESTED APPLICANTS ARE TO CALL EDITH WALLACE AT 604-325-1914 OR 604-922-9444 AT WHICH TIME RESUME WILL BE REQUESTED  
  
COMPANY NAME: FRIEDRICH BRUMM DENTURE CLINIC  
CONTACT NAME: EDITH WALLACE/F. BRUMM  
ADDRESS : 5457 VICTORIA DRIVE  
  
VANCOUVER, BC V5P 3V9  
CLOSING DATE: 88/05/05 FRIED SL

MARKET/INTERN'TL IMPORT ASST.

POSTING # : 5577 DATE: 880421  
DESCRIPTION : ALLWORLD SHIPPING LTD. HAS A FULL TIME POSITION AVAILABLE FOR A MARKETING/INTERNATIONAL IMPORTING ASSISTANT.  
  
JOB DUTIES : WORKING FOR IMPORT DEPARTMENT, TYPING, MAINTENANCE OF IMPORT FILES, TELEPHONE, CALCULATIONS, TELEX MACHINE, INVOICING QUOTES ON IMPORTED GOODS, PUBLIC RELATIONS  
  
QUALIFICATNS: GRAD OF BUSINESS ADMINISTRATION WITH A MARKETING BACKGROUND.  
  
LOCATION : EDMONTON  
START DATE : 88/05/03 SALARY : - NEG  
JOB TYPE : FT WORK HRS: 8:00 - 4:30  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES TO KLAUS ZERULLA INSTRUCTIONS OR CALL IN PERSON TO SET UP AN APPOINTMENT  
  
COMPANY NAME: ALLWORLD SHOPPING LTD.  
CONTACT NAME: KLAUS ZERULLA  
ADDRESS : 9135 - 39 AVENUE  
  
EDMONTON, ALBERTA T6E 5Y2  
CLOSING DATE: 88/05/03 ALLWOR KW

BLENDER & QUALITY CONTROL TECH

POSTING # : 5578 DATE: 880421  
DESCRIPTION : FOOD JUICE PROCESSING AND PACKAGING COMPANY HAS A FULL TIME POSITION AVAILABLE  
  
JOB DUTIES : RESPONSIBLE FOR MAKE UP OF FINISHED PRODUCT; JUICE PASTEURIZATION, AND PACKAGING. QUALITY CONTROL ON AN ONGOING BASIS. TRAINING PROVIDED  
  
QUALIFICATNS: GRADUATE OF BIOLOGICAL SCIENCES TECHNOLOGY WITH LABORATORY AND RESEARCH OPTION.  
  
LOCATION : EDMONTON  
START DATE : 88/06/06 SALARY : 18000-20000/YR  
JOB TYPE : FT WORK HRS:  
  
APPLICATION : INTERESTED APPLICANTS ARE TO FORWARD RESUMES TO DENIS INSTRUCTIONS DEMONHE AT THE ADDRESS BELOW  
  
COMPANY NAME: J. B. FOOD INDUSTRIES WESTERN INC.  
CONTACT NAME: DENIS DEMONHE  
ADDRESS : 4711 - 91 AVENUE  
  
EDMONTON, ALBERTA T6B 2N7  
CLOSING DATE: 88/05/06 JBFODD KW

## MARKETING SUPPORT REP

POSTING # : 3585 DATE: 880420

DESCRIPTION : LION BUSINESS MACHINES LTD. HAS A FULL TIME POSITION AVAILABLE

JOB DUTIES : POST-SALE DEMONSTRATION OF PRODUCTS TO NEW CUSTOMERS. MUST PROVIDE OWN TRANSPORTATION THOUGH CAR ALLOWANCE IS AVAILABLE.

QUALIFICATNS: GRADUATE OF BUSINESS ADMINISTRATION.

LOCATION : EDMONTON  
START DATE : 08/06/01 SALARY : - 13000-22000/YR  
JOB TYPE : FT WORK HRS:  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES DIRECTLY TO THE  
INSTRUCTIONS EMPLOYER AT THE ADDRESS BELOW.  
  
COMPANY NAME: LION BUSINESS MACHINES  
CONTACT NAME: VANCE HORN/BOB LEGGO  
ADDRESS : 9897-34 AVENUE  
  
EDMONTON, ALBERTA T6E 5X9

LION SL

## TECHNICAL MARKETING REP

POSTING # : 3386 DATE: 880420

DESCRIPTION : LION BUSINESS MACHINES, AN EXCLUSIVE CANON DEALER FOR  
NORTHERN ALBERTA HAS THREE FULL TIME POSITIONS AVAILABLE.  
FULL BENEFITS, TRAINING AND FINANCIAL SUPPORT ARE PROVIDED.

JOB DUTIES : MANAGE A PERSONAL GEOGRAPHICAL TERRITORY TO MAXIMIZE SALES  
AND PERSONAL INCOME. SUITABLE APPLICANT CAN START ASAP.

QUALIFICATNS: GRAD OF BUSINESS WITH MARKETING BACKGROUND

LOCATION : EDMONTON  
START DATE : 88/06/01 SALARY : - 25000-30000/YR  
JOB TYPE : FT WORK HRS: VARIES

APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES TO EMPLOYER AT  
INSTRUCTIONS ADDRESS BELOW

COMPANY NAME: LION BUSINESS MACHINES  
CONTACT NAME: VANCE HORN/BOB LEGGO  
ADDRESS : 9897-34 AVENUE

EDMONTON, ALBERTA T6E 5Y9

LION SL

## DENTAL ASSISTANT

POSTING # : 3387 DATE: 880420

DESCRIPTION : CLARK DENTAL CLINIC HAS A FULL TIME POSITION AVAILABLE

JOB DUTIES : TRAVEL TO ARCTIC SETTLEMENTS AS DENTAL ASSISTANT.  
TRAVEL EXPENSES COVERED

QUALIFICATNS: GRAD OF DENTAL ASSISTING

LOCATION : INUVIK  
START DATE : 88/07/01 SALARY : \$2,000.00 - + % OF GROWTH  
JOB TYPE : FT WORK HRS:  
APPLICATION : INTERESTED APPLICANTS ARE TO CALL JEAN CLARK AT (403) 979-  
INSTRUCTIONS 3008 OR AFTER 6:00 P.M. 979-3738  
COMPANY NAME: CLARK DENTAL CLINIC  
CONTACT NAME: JEAN CLARK  
ADDRESS : BOX 1360

CLARKD SL

DENTAL ASSISTANT

POSTING # : 5588 DATE: 880420

DESCRIPTION : DENTIST HAS A FULL TIME POSITION AVAILABLE FOR SOMEONE  
WILLING TO RELOCATE.

JOB DUTIES : CHAIRSIDE & INTRA-ORAL.

QUALIFICATNS: GRAD OF DENTAL ASSISTING

LOCATION : GRAND CENTRE  
START DATE : 88/08/01 SALARY : - NEG.  
JOB TYPE : FT WORK HRS: 8:00 - 5:00  
APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES TO DR. CRAIG  
INSTRUCTIONS MARKED PERSONAL AND CONFIDENTIAL  
COMPANY NAME: DR. MICHAEL CRAIG  
CONTACT NAME: DR. MICHAEL CRAIG  
ADDRESS : BOX 1168

CRATG. B



FIELD ENGINEERING TECH.

POSTING # : 5589 DATE: 880420  
DESCRIPTION : GENERAL CONTRACTOR HAS A TEMPORARY FULL TIME POSITION AVAILABLE FOR A FIELD ENGINEERING TECH.  
  
JOB DUTIES : DAILY COST ENGINEERING & CONTROL, SCHEDULE MONITORING CONTRACT ADMI AND ASSOCIATED CLERICAL RESPONSIBILITIES, AND GENERALLY ASSIST PROJECT SUPERINTENDENT. SALARY PLUS TRAVEL ALLOWANCE OR LIVING ALLOWANCE.  
  
QUALIFICATNS: GRAD OF MECHANICAL ENG. OR BUILDING CONSTRUCTION ENG. TECH. 0-3 YEARS EXP. INDUSTRIAL PIPING EXPERIENCE PREFERRED BUT NOT ESSENTIAL  
  
LOCATION : WHITECOURT  
START DATE : 88/05/02 SALARY : - 19000-22000/YR  
JOB TYPE : FT WORK HRS:  
  
APPLICATION : INTERESTED APPLICANTS ARE TO RESUMES TO TIM BUTLER AT THE INSTRUCTIONS ADDRESS BELOW  
  
COMPANY NAME: INTERPRO CONTRACTORS  
CONTACT NAME: TIM BUTLER  
ADDRESS : #800, 10040 - 104 STREET  
  
EDMONTON, ALBERTA T5J 0Z2

CLOSING DATE: 88/04/29 INTERP KW

MILLWRIGHT/MACHINIST

POSTING # : 5590 DATE: 880421  
DESCRIPTION : ARGUS MACHINES HAS A FULL-TIME POSITION AVAILABLE.  
  
JOB DUTIES : THREAD PIPE; CASING & TUBING; PIPERACK SHOP; RECEIVING & SHIPPING; SOME PAPERWORK. GOOD OPPORTUNITY FOR ADVANCEMENT. WILLING TO TRAIN.  
  
QUALIFICATNS: GRADUATE OF MILLWRIGHT TECHNICIAN OR MACHINIST CERTIFICATE.  
  
LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : \$8.00 - /HR TO START  
JOB TYPE : FT WORK HRS: 7:15 TO 4:00  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO THE WAIT INSTRUCTIONS PLACEMENT CENTRE, ROOM 111. NO PHONE CALLS PLEASE.  
  
COMPANY NAME: ARGUS MACHINES COMPANY LTD.  
CONTACT NAME: BRIAN LECHETT  
ADDRESS : 5620 - 97 STREET  
  
EDMONTON, ALBERTA T6E 3J1

CLOSING DATE: 88/05/02 ARGUSM SH

GEOLOGICAL/GEOPHYSICAL TECH.

POSTING # : 5591 DATE: 880421  
DESCRIPTION : GEOLOGICAL AND GEOPHYSICAL CONSULTANTS HAVE A FULL-TIME POSITION AVAILABLE.  
  
JOB DUTIES : GEOPHYSICAL SURVEYING; EQUIPMENT MAINTENANCE; LIAISON WITH FIELD CREWS; TECHNICAL BACKUP FOR FIELD CREWS.  
  
QUALIFICATNS: GRADUATE OF MINERAL ENGINEERING TEHNOLOGY.  
  
LOCATION : YELLOWKNIFE  
START DATE : 88/05/16 SALARY : \$110.00 - PER DAY  
JOB TYPE : FT WORK HRS:  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES ATTENTION INSTRUCTIONS ROBERT GORDON AT THE ADDRESS NOTED BELOW.  
  
COMPANY NAME: COVELLO, BRYAN & ASSOCIATES  
CONTACT NAME: ROBERT GORDON  
ADDRESS : SUB P.O. #1  
  
YELLOWKNIFE, N.W.T. X1A 2N1

CLOSING DATE: 88/04/29 COVELL ED

DRAFTSPERSON

POSTING # : 5593 DATE: 880421  
DESCRIPTION : AN ARCHITECTURAL FIRM HAS A FULL-TIME POSITION AVAILABLE.  
  
JOB DUTIES : FAMILIAR WITH TECHNICAL LITERATURE, SPECIFICATIONS AND FAMILIARITY WITH CADD SYSTEM.  
  
QUALIFICATNS: GRADUATE OF ARCHITECTURAL TECHNOLOGY.  
  
LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : - NEGOTIABLE  
JOB TYPE : FT WORK HRS:  
  
APPLICATION : INTERESTED APPLICANTS ARE TO DROP OFF OR MAIL RESUMES INSTRUCTIONS ATTENTION VICTOR KOZAK AT THE ADDRESS NOTED BELOW.  
  
COMPANY NAME: STEPHENS KOZAK ARCHITECTS LTD.  
CONTACT NAME: VICTOR KOZAK  
ADDRESS : 10149 - 172 STREET  
  
EDMONTON, ALBERTA T5S 1K9

CLOSING DATE: 88/04/28 STEPHE JC

ENGINEERING ASSISTANT

POSTING # : 5594 DATE: 880421  
DESCRIPTION : THE TOWN OF PEACE RIVER HAS A FULL-TIME POSITION AVAILABLE.  
  
JOB DUTIES : FIELD SURVEYING; INSPECTIONS; RECORD KEEPING PRACTICES AS IT APPLIES TO THE MUNICIPAL FIELD.  
  
QUALIFICATNS: GRADUATE OF CIVIL ENGINEERING TECHNOLOGY OR SURVEYING TECHNOLOGY.  
  
LOCATION : PEACE RIVER  
START DATE : 88/05/09 SALARY : - NEGOTIATABLE  
JOB TYPE : FT WORK HRS:  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO THE WAIT INSTRUCTIONS PLACEMENT CENTRE, ROOM 111.  
  
COMPANY NAME: TOWN OF PEACE RIVER  
CONTACT NAME: MARK BARRETT  
ADDRESS : BOX 125  
  
PEACE RIVER, ALBERTA T0H 2X0

CLOSING DATE: 88/04/25 T.O.PR ED

PLASTICS TECHNICIAN

POSTING # : 5595 DATE: 880421  
DESCRIPTION : WESTERN CONCORD MANUFACTURING HAS A FULL-TIME POSITION FOR A PLASTICS TECHNICIAN. NOTE. INTERVIEWS FOR THIS POSITION WILL BE HELD ON CAMPUS MAY 5, AND MAY 6, 1988/SCHEDULE WILL BE POSTED MAY 3/88 PH.  
  
JOB DUTIES : RESPONDS TO PLANT SUPERVISOR, ALSO MONITORS QUALITY ASSURANCE, ESTABLISH QUALITY STANDARDS, ESTABLISH PRODUCTION STANDARDS, SUPERVISE ALL VAPOR BEARER FILM RUNS. HEAVILY INVOLVED WITH INSTALLATION OF NEW EQUIPMENT, ASSIST IN TRAINING PERSONNEL, TECHNICAL BACK-UP TO SALES.  
QUALIFICATNS: GRAD. OF PLASTICS ENG. TECH. MUST HAVE DRAFTING SKILLS. AVAIL. FOR SHIFT WORK/ODD HOURS, BUT MOSTLY DAYS. MUST BE WILLING TO TAKE CO. SPONSORED COURSES. PEOPLE ORIENTATED  
  
LOCATION : EDMONTON  
START DATE : 88/05/16 SALARY : - 24000 PER ANNUM  
JOB TYPE : FT WORK HRS:  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUME TO WAIT PLACEMENT INSTRUCTIONS ROOM 111.  
  
COMPANY NAME: WESTERN CONCORD MANUFACTURING LIMITED  
CONTACT NAME: RON JOHNSON  
ADDRESS : 14743 - 134TH AVENUE  
  
EDMONTON, ALBERTA T5L 4S9

CLOSING DATE: 88/05/28 WCONC KW

PLASTICS TECHNICIAN

POSTING # : 5596 DATE: 880422  
DESCRIPTION : WESTERN CONCORD MANUFACTURING LIMITED HAS A FULL-TIME POSITION FOR A QUALITY ASSURANCE, MONITORING CLERK AND TECHNOLOGIST IN THEIR VANCOUVER OFFICE. INTERVIEWS MAY 5 AND 6/88 ON CAMPUS/ SCHEDULE WILL BE POSTED MAY 3/PH.  
  
JOB DUTIES : QUALITY ASSURANCE, MONITORING CLERK AND TECHNOLOGIST. RESPONDS TO DIRECTOR OF MANUFACTURING, MONITOR QUALITY ASSURANCE, ESTABLISH QUALITY STANDARDS, ESTABLISH PRODUCTION STANDARDS, MONITOR PRODUCTION DATA, SCHEDULING EQUIPMENT, TECHNICAL BACK-UP TO PRODUCTION AND SALES.  
QUALIFICATNS: GRADUATE OF PLASTICS ENG. TECH. MUST HAVE DRAFTING SKILLS. AVAIL. FOR SHIFT WORK/ODD HOURS, BUT MOSTLY DAYS. MUST BE WILLING TO TAKE CO. SPONSORED COURSES. PEOPLE ORIENTATED.  
  
LOCATION : VANCOUVER  
START DATE : 88/05/16 SALARY : - 24000 PER ANNUM  
JOB TYPE : FT WORK HRS:  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUME TO THE WAIT INSTRUCTIONS PLACEMENT CENTRE, ROOM 111.  
  
COMPANY NAME: WESTERN CONCORD MANUFACTURING  
CONTACT NAME: TERRY WIESE  
ADDRESS : 880 CLIVEEON AVENUE  
  
NEW WEST MINISTER, B.C. V3N 5R5

CLOSING DATE: 88/05/28 WCONC2 KW

ARCHITECTURAL SALES REP

POSTING # : 5597 DATE: 880422  
DESCRIPTION : CHARDONNARY HOMES LTD. HAS A FULL TIME POSITION AVAILABLE FOR A ARCHITECTURAL SALES REP. HOURS OF WORK ARE 2:00 - 8:00 P.M. MONDAY TO THURSDAY, 1:00 -5:00 P.M. SATURDAYS AND SUNDAYS  
  
JOB DUTIES : CONSULT WITH POTENTIAL BUYERS, DESIGN & REDESIGN HOUSE PLANS TO SUIT CUSTOMER NEEDS, REPRESENT COMPANY IN PRESENTATION TO CUSTOMERS, MAN SHOW HOME DURING SPECIFIED HOURS, HANDLE TELEPHONE INQUIRES, ETC.  
  
QUALIFICATNS: GRAD OF ARCHITECTURAL TECHNOLOGY WITH A FLAIR FOR CUSTOMER RELATIONS  
  
LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : - NEG  
JOB TYPE : FT WORK HRS: 2:00 - 8:00 PM.  
  
APPLICATION : INTERESTED APPLICANTS ARE TO CONTACT GRANT Klapstein BY INSTRUCTIONS PHONE & LEAVE MESSAGE. WILL CONSIDER JOB SHARING ARRANGEMENT  
  
COMPANY NAME: CHARDONNAY HOMES LTD.  
CONTACT NAME: GRANT Klapstein  
ADDRESS : BOX 8094  
STATION "F"  
EDMONTON, ALBERTA T6H 4N9

CLOSING DATE: 88/04/29 CHARDO KW

**MAKE SURE YOU CHECK THE BOARDS REGULARLY FOR  
NEW POSITIONS RECEIVED BETWEEN PUBLICATION DATES.**

## EXECUTIVE ASSISTANT

POSTING # : 3598 DATE: 880422

DESCRIPTION : CANADIAN PARKS & WILDERNESS SOCIETY HAS A FULL TIME POSITION AVAILABLE

JOB DUTIES : ASSIST EXECUTIVE DIRECTOR IN ALL ADMINISTRATIVE DUTIES INCLUDING WORD PROCESSING, COMPILATION OF REPORTS, FILING, RECEPTION, MAC PLUS SOME DATA BASE APPLICATIONS

QUALIFICATNS: STUDENT OF BUSINESS OR SECRETARY & OFFICE ADMINISTRATION

LOCATION : EDMONTON

START DATE : 88/05/02 SALARY : \$5.00 - PER HOUR

JOB TYPE : FT WORK HRS: 8:30 - 4:30

APPLICATION : INTERESTED APPLICANTS ARE TO PHONE COLLEEN LARSEN AT INSTRUCTIONS 453-8658 OR CALL IN PERSON TO THE ADDRESS BELOW

COMPANY NAME: CANADIAN PARKS & WILDERNESS SOCIETY

CONTACT NAME: COLLEEN LARSEN

ADDRESS : 11759 GROAT ROAD

EDMONTON, ALBERTA T5N 3K6

CLOSING DATE: 88/05/02

CANP&W SH

## INSTRUMENTATION TECHNOLOGIST

POSTING # : 3599 DATE: 880422

DESCRIPTION : BROWN & ROOT HAS A FULL TIME POSITION AVAILABLE

JOB DUTIES : ESTIMATING, COSTING, FIELD PROJECT ENGINEERING AS REQUIRED  
IN INSTRUMENTATION. BACKGROUND EXPERIENCE IN PIPEFITTING  
AND/OR ELECTRICAL TRADE WORK IS PREFERRED BUT NOT NECESSARY

QUALIFICATNS: GRAD OF INSTRUMENTATION

LOCATION : EDMONTON

START DATE : 88/05/09 SALARY : - NEG

JOB TYPE : FT WORK HRS: 40 HR WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO NAIT  
INSTRUCTIONS PLACEMENT CENTRE, ROOM 111

COMPANY NAME: BROWN & ROOT

CONTACT NANE: REG BEYER, COLD LAKE, 639-3374

ADDRESS : 3300 - 76 AVENUE

EDMONTON, ALBERTA T6P 1J4

CLOSING DATE: 88/05/02

BROWN SL

## ENGINEERING ASSISTANT

POSTING # : 5600 DATE: 880422

DESCRIPTION : QUALITY STEEL FOUNDARIES PRODUCES STEEL CASTINGS FOR PETROLEUM AND MINING INDUSTRIES AND HAS A FULL TIME POSITION AVAILABLE

JOB DUTIES : GOING THROUGH CUSTOMER DRAWINGS, EVALUATING WORK TO BE DONE AND EVENTAULLY CUSTOM LIAISON  
READ BLUEPRINTS, PREFERABLY METALOGICAL KNOWLEDGE BUT NOT NECESSARY

QUALIFICATNS: GRAD OF MECHANICAL OR MATERIALS ENGINEERING TECHNOLOGY

LOCATION : EDMONTON

START DATE : 88/03/09 SALARY : \$10.00 - \$12.00 PER HOUR

JOB TYPE : FT WORK HRS: 40 HR WK

APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES TO MARK TOISSANT

INSTRUCTIONS AT THE ADDRESS BELOW

COMPANY NAME: QUALITY STEEL FOUNDARIES

CONTACT NAME: MARK TOISSANT

ADDRESS : 10340 - 58 AVENUE

EDMONTON, ALBERTA T6H 1B5

CLOSING DATE: 88/05/03

QUALSF SL

COCK

POSTING # : 3601 DATE: 880422

DESCRIPTION : DEVON INN HAS A FULL TIME POSITION AVAILABLE FOR A COOK

JOB DUTIES : COOKING FOR 125 SEAT RESTAURANT AND 100 SEAT LOUNGE

QUALIFICATNS: GRAD OF COOKING

LOCATION : DEVON

START DATE : 88/03/04 SALARY : \$6.50 - PER HOUR

JOB TYPE : FT WORK HRS: VARIES

APPLICATION : INTERESTED APPLICANTS ARE TO PHONE VICKI AT 987-2511 FOR AN

INSTRUCTIONS APPOINTMENT

COMPANY NAME: DEVON INN

CONTACT NAME: VICKI

ADDRESS : P.O. BOX 280

DEVON, ALBERTA T0C 1E0

CLOSING DATE: 88/03/03

DEVONI KW

## SALES TRAINEE

POSTING # : 5602 DATE: 880422

DESCRIPTION : GRAND AND TOY, A SUPPLIER OF PRINTING OFFICE SUPPLIES AND BUSINESS FURNITURE, HAS A FULL TIME POSITION AVAILABLE FOR A SALES TRAINEE

JOB DUTIES : TRAINING PROVIDED BY COMPANY, COVERING ALL FACETS OF GRAND AND TOY

QUALIFICATNS: GRAD OF BUSINESS WITH MARKETING BACKGROUND

LOCATION : EDMONTON

START DATE : 88/03/04 SALARY :

JOB TYPE : FT WORK HRS: 40 HR WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES DIRECTLY TO INSTRUCTIONS ADDRESS BELOW

COMPANY NAME: GRAND & TOY LIMITED

CONTACT NAME: W.F. MANVEILER

ADDRESS : 7115 GIRARD ROAD

EDMONTON, ALBERTA T6B 2C5

CLOSING DATE: 88/03/03

GRAND KW

## ENGINEERING PROGRAMMER

POSTING # : 5603 DATE: 880422

DESCRIPTION : CENTRE FOR FRONTIER ENGINEERING RESEARCH HAS A FULL TIME  
POSITION AVAILABLE

JOB DUTIES : DEVELOP SOFTWARE FOR CLIENT USE UNDER DIRECTION OF  
GRADUATE ENGINEERS

QUALIFICATIONS: GRAD OF COMPUTER SYSTEMS WITH MECHANICAL OR CIVIL TECH.  
EXPERIENCE PREFERRED

LOCATION : EDMONTON

START DATE : 88/05/09 SALARY : - NEG

JOB TYPE : FT WORK HRS: 8:30 - 4:30

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO ADDRESS  
INSTRUCTIONS BELOW OR CALL TERRY MARION AT 432-5108

COMPANY NAME: CENTRE FOR FRONTIER ENGINEERING RESEARCH

CONTACT NAME: TERRY MARION

ADDRESS : U OF A CAMPUS  
C-FER BUILDING  
EDMONTON, ALBERTA T6G 2E2

CLOSING DATE: 88/05/03

CENFRO SH

## TELECOMMUNICATIONS ANALYST

POSTING # : 5604 DATE: 860101

DESCRIPTION : TELDAT RESOURCES HAS A FULL TIME POSITION AVAILABLE

JOB DUTIES : TELECOM ANALYST RESEARCHING TECHNICAL DATA, RESEARCH  
TELECOMMUNICATION CHARTS, GRAPHS AND REPORTS. INTERACT WITH  
CLIENTS IN ANSWERING TELEPHONES, FILING, BANKING, ACCOUNTING

QUALIFICATNS: GRAD OF TELECOMMUNICATIONS

LOCATION : EDMONTON

START DATE : 88/03/16 SALARY : \$1,200.00 - PER MONTH

JOB TYPE : FT WORK HRS: 8:00 - 4:30

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO WAIT  
INSTRUCTIONS PLACEMENT CENTRE, ROOM 111

COMPANY NAME: TELDAT RESOURCES

CONTACT NAME: NELSON MODIN

ADDRESS : SUITE 203  
8657 - 51 AVENUE  
EDMONTON, ALBERTA T6E 6A8

CLOSING DATE: 88/05/03

TELDAT SH

FIRST COOK

POSTING # : 3603 DATE: 880422

DESCRIPTION : MARNOT LODGE HAS A FULL TIME FIRST COOK POSITION AVAILABLE

JOB DUTIES : GOOD ADVANCEMENT OPPORTUNITIES ONTO CHEF DE PARTIE

QUALIFICATNS: GRADUATE OF COOKING OR BAKING WITH 2-3 YEAR EXPERIENCE  
IN RESTAURANT OPERATION

LOCATION : JASPER

START DATE : 88/03/09 SALARY : \$8.00 - PER HOUR

JOB TYPE : FT WORK HRS: 40 HOUR WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO CALL DEL MOONEY OR BERNIE LEGER

INSTRUCTIONS AT 1-800-661-6521 FOR ADDITIONAL INFO. SEND APP TO COMPANY

COMPANY NAME: MARNOT LODGE

CONTACT NAME: DEL MOONEY 1-800-661-6521

ADDRESS : BOX 687

JASPER, ALBERTA T0E 1E0

CLOSING DATE: 88/03/04

MARNOT SL

CHEF DE PORTIE

POSTING # : 5606 DATE: 880422  
DESCRIPTION : MARMOT LODGE HAS A FULL TIME POSITION AVAILABLE  
  
JOB DUTIES : GOOD ADVANCENENT OPPORTUNITIES ONTO SANS CHEF  
  
QUALIFICATNS: GRAD OF BAKING OR COOKING WITH APPROXIMATELY 5-6 YEARS EXPERIENCE IN RESTAURANT OPERATION.  
  
LOCATION : JASPER  
START DATE : 88/05/09 SALARY : \$10.00 - PER HOUR  
JOB TYPE : FT WORK HRS: 40 HOUR WEEK  
  
APPLICATION : INTERESTED APPLICANTS CALL DEL MOONEY OR BERNIE LEGER AT INSTRUCTIONS 1-800-661-6521 FOR ADDITIONAL INFO. SEND APP. TO COMPANY  
  
COMPANY NAME: MARMOT LODGE  
CONTACT NAME: DEL MOONEY 1-800-661-6521  
ADDRESS : BOX 687  
  
JASPER, ALBERTA T0E 1E0  

CLOSING DATE: 88/05/04

 MARMOT SL

HEAT VANTILATION/AIR.COND. REP

POSTING # : 5607 DATE: 880422  
DESCRIPTION : A.M. PROMECHANICAL LTD. HAS A FULL TIME POSITION AVAILABLE  
  
JOB DUTIES : ASSIST IN ALL ASPECTS OF INDUSTRY  
  
QUALIFICATNS: GRAD OF AIR CONDITIONING  
  
LOCATION : EDMONTON  
START DATE : 88/05/16 SALARY : - NEG  
JOB TYPE : FT WORK HRS: 8:00 - 4:30  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES TO LESTER LEDREW INSTRUCTIONS AT THE ADDRESS BELOW  
  
COMPANY NAME: A.M. PROMECHANICAL LTD.  
CONTACT NAME: LESTER LEDREW  
ADDRESS : 9354 - 49 STREET  
  
EDMONTON, ALBERTA T6B 2L7  

CLOSING DATE: 88/05/04

 ANPRO SH

SECRETARY

POSTING # : 5608 DATE: 880422  
DESCRIPTION : A.M. PROMECHANICAL LTD. HAS A FULL TIME POSITION AVAILABLE  
  
JOB DUTIES : GENERAL OFFICE DUTIES, ACCOUNTS RECEIVABLE, ACCOUNTS PAYABLE ASSORTED DUTIES  
  
QUALIFICATNS: GRAD OF SECRETARIAL ARTS  
  
LOCATION : EDMONTON  
START DATE : 88/05/16 SALARY : - NEG DOE  
JOB TYPE : FT WORK HRS: 8:00 - 4:30  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES TO LESTER LEDREW INSTRUCTIONS AT THE ADDRESS BELOW  
  
COMPANY NAME: A.M. PROMECHANICAL LTD.  
CONTACT NAME: LESTER LEDREW  
ADDRESS : 9354 - 49 STREET  
  
EDMONTON, ALBERTA T6B 2L7  

CLOSING DATE: 88/05/04

 ANPRO SH

BOTTOM-HOLE PUMP REPAIRMAN

POSTING # : 5609 DATE: 880422  
DESCRIPTION : R & R OILFIELD SERVICES LTD. HAS A FULL TIME POSITION AVAILABLE  
  
JOB DUTIES : VEHICLE & SHOP MAINTENANCE, RECORD KEEPING, INVENTORY CONTROL & ORDERING, PICK-UP & DELIVERY OF BOTTOM-HOLE PUMPS  
  
QUALIFICATNS: GRAD OF PETROLEUM ENGINEERING, KNOWLEDGE OF RM GRID SYSTEM A NECESSITY, INSTRUMENTATION, FARM BACKGROUND AN ASSET SUITABLE APPLICANT CAN START ASAP  
  
LOCATION : COLEVILLE  
START DATE : 88/05/09 SALARY : \$9.00 - PER HOUR  
JOB TYPE : FT WORK HRS: 40 HR WEEK  
  
APPLICATION : INTERESTED APPLICANTS ARE TO CALL VAL RECHENMACHER AT INSTRUCTIONS 306-963-2229  
  
COMPANY NAME: R & R OILFIELD SERVICES LTD.  
CONTACT NAME: VAL RECHENMACHER  
ADDRESS : BOX 6  
  
COLEVILLE, SASK S0L 0K0  

CLOSING DATE: 88/05/04

 R&ROIL SL

COOK

POSTING # : 5610 DATE: 880422  
DESCRIPTION : CHEZGERARD RESTAURANT HAS A FULL TIME COOK POSITION AVAILABLE  
  
JOB DUTIES : GENERAL COOKING DUTIES  
  
QUALIFICATNS: GRAD OF COOKING  
  
LOCATION : EDMONTON  
START DATE : 88/05/06 SALARY : \$5.00 - \$7.00 PER HOUR DOE  
JOB TYPE : FT WORK HRS:  
  
APPLICATION : INTERESTED APPLICANTS ARE TO APPLY IN PERSON TO INSTRUCTIONS ADDRESS BELOW  
  
COMPANY NAME: CHEZGERARD RESTAURANT  
CONTACT NAME: GERARD SAINT-BLANCAD  
ADDRESS : 8006 - 109 STREET  
  
EDMONTON, ALBERTA  

CLOSING DATE: 88/05/05

 CHEZ KW

SERVICE TECHNICIAN

POSTING # : 5611 DATE: 880422  
DESCRIPTION : KYETECH INCOPORATED. A COMPANY SPECIALIZING IN RADIO COMMUNICATINS, COMMERCIAL AND INDUSTRIAL SECURITY WITH A REPAIR DEPT., HAS A FULL TIME SERVICE TECH. POSITION AVAILABLE  
  
JOB DUTIES : SERVICE AND REPAIR  
  
QUALIFICATNS: GRAD OF ELECTRONICS ENGINEERING OR ELECTRONIC SERVICE TECH. SUITABLE APPLICANT CAN START ASAP  
  
LOCATION : WESTLOCK  
START DATE : 88/05/09 SALARY : - NEG.  
JOB TYPE : FT WORK HRS: 40 HR WEEK  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUME & COVERING LETTER INSTRUCTIONS TO KEVIN VERBEEK AT THE ADDRESS BELOW  
  
COMPANY NAME: KYETECH INCORPORATED  
CONTACT NAME: KEVIN VERBEEK  
ADDRESS : P.O. BOX 2760  
  
WESTLOCK, ALBERTA T0G 2L0  

CLOSING DATE: 88/05/05

 KYETEC SL

SECRETARY

POSTING # : 5612 DATE: 880422  
DESCRIPTION : A LEGAL FIRM HAS A FULL-TIME POSITION AVAILABLE. SUITABLE APPLICANT MAY START IMMEDIATELY.  
  
JOB DUTIES : WORKING FOR TWO LAYWERS - ANSWERING PHONES, DICTATYPING, WORK ON WORDPERFECT SOFTWARE PACKAGE.  
  
QUALIFICATNS: GRADUATE OF SECRETARIAL AND OFFICE ADMINISTRATION - TWO YEAR PROGRAM.  
  
LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : \$1,300.00 - \$1,500.00 PER MONTH  
JOB TYPE : FT WORK HRS: 7-1/2 HOURS PER DAY  
  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES ATTENTION INSTRUCTIONS DARRELL ELGERT AT THE ADDRESS BELOW, IN PERSON OR BY MAIL.  
  
COMPANY NAME: WILLIAMS G. GEDDES  
CONTACT NAME: MR. DARRELL ELGERT  
ADDRESS : SUITE 700, T.D. TOWER  
10205 - 101 STREET  
EDMONTON, ALBERTA T5J 2Z1  

CLOSING DATE: 88/05/05

 WILLGG SL

GRAPHIC ARTIST

POSTING # : 5615 DATE: 880422  
DESCRIPTION : A COMPANY INVOLVED IN AIR-INFLATED STRUCTURES HAS A FULL-TIME POSITION AVAILABLE.  
  
JOB DUTIES : WORKING WITH LARGE-SCALE ADHESIVE FABRICS.  
  
QUALIFICATNS: GRADUATE OF COMMERCIAL SIGNWRITING. COMPUTER EXPERIENCE AN ASSET.  
  
LOCATION : EDMONTON  
START DATE : 88/05/16 SALARY : \$7.00 - PER HOUR  
JOB TYPE : FT WORK HRS: 40 HOURS PER WEEK  
  
APPLICATION : INTERESTED APPLICANTS ARE TO CONTACT TROY RIEDER AT 438-6500 INSTRUCTIONS TO ARRANGE AN INTERVIEW.  
  
COMPANY NAME: INFLATABLE IMAGES OF CANADA INC.  
CONTACT NAME: TROY RIEDER  
ADDRESS : 5615 - 103 STREET  
  
EDMONTON, ALBERTA T6H 2H3  

CLOSING DATE: 88/05/11

 INFLAT SL

## DRAFTSMAN

CHAINMAN

MANAGERS/MARKETERS

COOK

POSTING # : 5620 DATE: 880422

DESCRIPTION : UNIVERSAL HANDLING EQUIP. CO., A MANUFACTURER OF INDUSTRIAL WASTE HANDLING EQUIPMENT HAS A FULL TIME POSITION AVAILABLE

JOB DUTIES : MECHANICAL DRAFTING AND DESIGN WORK

QUALIFICATNS: GRAD OF ENGINEERING DESIGN & DRAFTING TECH.

LOCATION : RED DEER

START DATE : 88/06/01 SALARY : \$1,700.00 - PER MONTH APPR.

JOB TYPE : FT WORK HRS: 7:00 - 3:30

APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES TO MR. DYSON AT INSTRUCTIONS ADDRESS BELOW ASAP.

COMPANY NAME: UNIVERSAL HANDLING EQUIPMENT COMPANY LIMITED

CONTACT NAME: CARSON DYSON

ADDRESS : R. R. # 1, BOX 2, SITE 14

RED DEER, ALBERTA T4N 5E1

## SALES AND SERVICE PERSON

DENTAL ASSISTANT

H V A C   T E C H .

POSTING # : 5623 DATE: 960101

DESCRIPTION : REID CROWTHER & PARTNERS LTD. HAVE A FULL TIME POSITION AVAILABLE ASAP

JOB DUTIES : DESIGN OF PLUMBING, HEATING, VENTILATING, AIR CONDITIONING, FIRE PROTECTION, REFRIGERATION, CONTROL SYSTEMS IN A VARIETY OF COMMERCIAL, INSTITUTIONAL & INDUSTRIAL BLDGS. MUST BE WILLING TO LEARN PERSONAL COMPUTERS FOR DESIGN & DRAFTING.

QUALIFICATNS: GRAD OF AIR CONDITIONING. PREVIOUS RELATED EXPERIENCE AN ASSET

LOCATION : EDMONTON

START DATE : 88/05/16 SALARY : - NEG

JOB TYPE : FT WORK HRS: 40 HR WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES TO GORD BENKO

INSTRUCTIONS AT THE ADDRESS BELOW. NO PHONE CALLS PLEASE.

COMPANY NAME: REID CROWTHER & PARTNERS LTD.

CONTACT NAME: GORD BENKO

ADDRESS : 17704 - 103 AVENUE

EDMONTON, ALBERTA T5S 1J9

CLOSING DATE: 88/05/11

REIDC2 SL



BUSINESS RESEARCHER

POSTING # : 5624 DATE: 880422

DESCRIPTION : ANSWER CORPORATION HAS A FULL TIME POSITION AVAILABLE.

JOB DUTIES : TO RESEARCH CERTAIN BUSINESS-RELATED PROJECTS AS DIRECTED BY INDIVIDUAL CONSULTANTS. IN ORDER TO ASSIST IN THE PREPARATION OF BUSINESS RELATED PAMPHLETS AND FEASIBILITY STUDIES

QUALIFICATNS: GRAD OB BUSINESS WITH MARKETING BACKGROUND

LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : - NEG  
JOB TYPE : FT WORK HRS:

APPLICATION : INTERESTED APPLICANTS ARE TO FORWARD RESUMES & REFERENCES TO INSTRUCTIONS THE ADDRESS BELOW.

COMPANY NAME: ANSWER CORPORATION  
CONTACT NAME:  
ADDRESS : 750 ROYAL TRUST TOWER  
EDMONTON CENTRE  
EDMONTON, ALBERTA T5J 2Z2

CLOSING DATE: 88/05/01

ANSCOR R

ANIMAL HEALTH TECHNICIAN

POSTING # : 5625 DATE: 880422

DESCRIPTION : CALGARY NORTH VETERINARY HOSPITAL HAS A FULL TIME AFTERNOON POSITION AVAILABLE ASAP

JOB DUTIES : 4:00 - 6:30: RECEPTION, 6:30 - 9:00: GENERAL EMERGENCY  
9:00 - 12:00 MID: LAB. COMPLETE BENEFITS PACKAGE. \$100 PER MONTH EMERGENCY BONUS. AFTER 3 MONTH REVIEW: \$1175., 2ND REVIEW AFTER 9 MONTHS: \$1225.

QUALIFICATNS: GRAD OF ANIMAL HEALTH TECHNOLOGY

LOCATION : CALGARY  
START DATE : 88/05/13 SALARY : \$1,100.00 - PER MONTH +  
JOB TYPE : FT WORK HRS: 4:00 P.M. - MIDNITE

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO VERA MCCREADY INSTRUCTIONS AT ADDRESS BELOW. INCLUDE PHONE NUMBER ON RESUME

COMPANY NAME: ASSOCIATE VETERINARY CLINICS (1981) LTD.  
CONTACT NAME: VERA E. MCCREADY  
ADDRESS : 4202 - 4TH ST NW

CALGARY, ALTA T2K 1A3

CLOSING DATE: 88/05/12

ASVET R

COORDINATOR OF MICROPROCESSORS

POSTING # : 5626 DATE: 880422

DESCRIPTION : ALBERTA FOREST SERVICE, FOREST PRODUCTION BRANCH HAS A FULL-TIME POSITION FOR A CO-ORDINATOR OF MICROPROCESSORS, COMPUTER SYSTEMS TECHNOLOGY GRADUATE.

JOB DUTIES : CO-ORDINATING ALL ASPECTS OF MICRO COMPUTER USE IN THE BRANCH OFFICE AND TEN FOREST HEAD QUARTERS.

MUST ENJOY THE CHALLENGE OF PROGRAM DEV. WHILE MAINTAINING EXISTING SOFTWARE.

QUALIFICATNS: GRADUATE OF COMPUTER SYSTEMS TECHNOLOGY. PREFER APPLICANT WITH ONE TO SIX MONTHS EXPERIENCE IN PROGRAMMING MICRO COMPUTERS.

LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : \$1,851.00 - \$2,382.00  
JOB TYPE : FT WORK HRS:

APPLICATION : INTERESTED APPLICANTS ARE TO SHOULD SUBMIT RESUME TO INSTRUCTIONS NAIT PLACEMENT CENTRE BY 12:00 NOON ON APRIL 27, 1988.

COMPANY NAME: ALBERTA FOREST SERVICE, FOREST PRODUCTION BRANCH  
CONTACT NAME: STEPHEN MCLACHLIN  
ADDRESS : 10625 - 120TH AVENUE

EDMONTON, ALBERTA T5G 0S8

CLOSING DATE: 88/04/27

ALFOS1 KW

ACCOUNTING

POSTING # : 5628 DATE: 880426

DESCRIPTION : A LARGE COMPANY HAS A FULL-TIME POSITION AVAILABLE FOR AN ACCOUNTING GRADUATE.

JOB DUTIES : WORK IN THE ACCOUNTING DEPARTMENT OF A LARGE COMPANY

QUALIFICATNS: GRADUATE OF BUSINESS WITH ACCOUNTING BACKGROUND.

LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : \$1,600.00 - PER MONTH  
JOB TYPE : FT WORK HRS: 8:30 - 4:30

APPLICATION : INTERESTED APPLICANTS ARE TO CALL DENISE MONDOR AT OFFICE INSTRUCTIONS ASSISTANCE 428-1266 FOR AN APPOINTMENT.

COMPANY NAME: OFFICE ASSISTANCE  
CONTACT NAME: DENISE MONDOR  
ADDRESS : SUITE 1110, 10060 JASPER AVE.

EDMONTON, ALBERTA T5J 3R8

CLOSING DATE: 88/05/02

OFFAS SH

BAKER

POSTING # : 5629 DATE: 880426

DESCRIPTION : A FORT MCMURRAY GROCERY STORE HAS POSITIONS AVAILABLE FOR BAKERS.

JOB DUTIES : BAKING FOR A FULL-LINE BAKERY.

QUALIFICATNS: GRADUATE OF BAKING.

LOCATION : FORT MCMURRAY  
START DATE : 88/05/02 SALARY : - \$8.40 TO \$14.15  
JOB TYPE : FT WORK HRS: 40 HOURS WORK WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO MAIL RESUMES TO LEON ENGLAND INSTRUCTIONS AT ADDRESS BELOW OR TELEPHONE 791-1330 FOR FURTHER INFO.

COMPANY NAME: IGA FORT MCMURRAY  
CONTACT NAME: LEON ENGLAND  
ADDRESS : #500-8600 FRANKLIN AVE.

FORT MCMURRAY, ALBERTA T9H 4G8

CLOSING DATE: 88/05/02

IGA1 SH

MEAT CUTTERS

POSTING # : 5630 DATE: 880426

DESCRIPTION : A FORT MCMURRAY GROCERY STORE HAS TWO FULL-TIME POSITIONS AVAILABLE FOR MEAT CUTTERS.

JOB DUTIES : CERTIFICATION AND/OR EXPERIENCE IN MEAT CUTTING.

QUALIFICATNS: GRADUATE OF RETAIL MEAT CUTTING.

LOCATION : FORT MCMURRAY  
START DATE : 88/05/02 SALARY : - NEG/DOE  
JOB TYPE : FT WORK HRS: 40 HOURS PER WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO MAIL RESUMES TO BRIAN SINET INSTRUCTIONS AT ADDRESS BELOW OR PHONE 791-1550 FOR MORE INFORMATION.

COMPANY NAME: IGA FORT MCMURRAY  
CONTACT NAME: BRIAN SINET  
ADDRESS : #500-8600 FRANKLIN AVE.

FORT MCMURRAY, ALBERTA T9H 4G8

CLOSING DATE: 88/05/02

IGA1 SH

SALES CO-ORDINATORS

POSTING # : 5632 DATE: 880426

DESCRIPTION : FIRST CITY TRUST COMPANY HAS TWO POSITIONS AVAILABLE FOR A SALES CO-ORDINATOR.

JOB DUTIES : PREPARATION OF DOCUMENTS, COMPUTATION OF FINANCIAL INFO. LIAISON WITH VENDORS AND LESSEES IN LOCATING REQUIRED INFO. GOOD ATTENTION TO DETAIL AND EXPOSURE TO LESSEE WORK WOULD BE AN ASSET. ABILITY TO WORK WELL UNDER PRESSURE. APTITUDE FOR NUMBERS IS ESSENTIAL AND MUST BE A TEAM PLAYER.

QUALIFICATNS: GRADUATE OF BUSINESS. ABLE TO TYPE 50 WORDS PER MINUTE AND EXPERIENCE WITH WORD PROCESSING.

LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : - NEG.  
JOB TYPE : FT WORK HRS: 8:30 TO 3:00

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUME IN PERSON INSTRUCTIONS TO FIRST CITY TRUST.

COMPANY NAME: FIRST CITY TRUST  
CONTACT NAME: MS. ESTHER GARGUS  
ADDRESS : 10169 - 101 ST.

EDMONTON, ALBERTA T5J 0T6

CLOSING DATE: 88/05/02

FICTR SH

PROGRAMMER

POSTING # : 5633 DATE: 880426

DESCRIPTION : SASKPEL (SASKATCHEWAN TELEPHONE COMPANY) HAS A FULL-TIME POSITION AVAILABLE FOR A COMPUTER PROGRAMMER.

JOB DUTIES : COBOL PROGRAMMING FOR IBM MAINFRAME VM AND MVS OPERATING SYSTEMS. CONTACT SHERRY AT THE NAIT PLACEMENT CENTRE, MAY 11, 1988 AS TO WHETHER OR NOT COMPANY WILL BE INTERVIEWING ON CAMPUS.

QUALIFICATNS: GRADUATE OF COMPUTER SYSTEMS.

LOCATION : REGINA  
START DATE : 88/05/16 SALARY : - \$440 PER WEEK  
JOB TYPE : FT WORK HRS: 36-1/4 HRS PER WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO NAIT INSTRUCTIONS PLACEMENT CENTRE, ROOM 111.

COMPANY NAME: SASKPEL  
CONTACT NAME: DIANA FLORENCE  
ADDRESS : 2121 SASKATCHEWAN DRIVE

REGINA, SASK. S4P 3Y2

CLOSING DATE: 88/05/04

SASKPE SL

MAKE SURE YOU CHECK THE BOARDS REGULARLY FOR  
NEW POSITIONS RECEIVED BETWEEN PUBLICATION DATES.

SR. SALES ASSISTANT

POSTING # : 5634 DATE: 880426

DESCRIPTION : A COMPANY INVOLVED IN THE MANUFACTURE AND REPAIR OF CONTROL AND INSTRUMENTATION HAS A FULL-TIME POSITION AVAILABLE.

JOB DUTIES : TO PROCESS ORDERS RECEIVED FROM FISHER REPRESENTATIVES AND CUSTOMERS IN AN EFFICIENT AND EXPEDITIOUS MANNER; CONVERSION OF ORDER REQUIREMENTS IN FISHER TECHNICAL INFORMATION.

QUALIFICATNS: GRADUATE OF INSTRUMENTATION.

LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : - DOE  
JOB TYPE : FT WORK HRS: -

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO WAIT INSTRUCTIONS PLACEMENT CENTRE, ROOM 111.

COMPANY NAME: FISHER CONTROLS COMPANY OF CANADA LTD.  
CONTACT NAME: BARRY LITTLE  
ADDRESS : 2122 - 84TH AVENUE  
EDMONTON, ALBERTA T6P 1K2

CLOSING DATE: 88/05/04

FISH SL

SIGNALS AND COMMUNICATION

POSTING # : 5635 DATE: 880426

DESCRIPTION : CNR HAS A FULL-TIME POSITION FOR A TECHNICIAN OF EITHER TELECOMMUNICATIONS OR ELECTRONICS ENGINEERING.

JOB DUTIES : DEVELOPING AND MAINTAINING SITE DRAWINGS, PLANS, SKETCHES & LISTS OF COMMUNICATIONS, CIRCUITS, ADDITIONS, DELETIONS, MODIFICATIONS. ASSISTING DESIGNERS IN PREPARING DRAWINGS, MODIFYING AND PRINTING PLANS RELATING TO VARIOUS PROJECTS. SOME FIELD TRIPS INVOLVED. UP TO TWO YEAR TERM.

QUALIFICATNS: GRADUATE OF TELECOMMUNICATIONS OR ELECTRONICS ENGINEERING TECH. MUST HAVE NEAT PENMANSHIP. EXP. WITH COMPUTERS AN ASSET. APPLICANT MUST BE 16-25 AND PRESENTLY UNEMPLOYED.

LOCATION : EDMONTON  
START DATE : 88/05/27 SALARY : - \$354 PER WEEK  
JOB TYPE : FT WORK HRS: 40 HOURS PER WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT CNR APPLICATION (AVAIL. INSTRUCTIONS IN PLACEMENT CENTRE) TO THE WAIT PLACEMENT CENTRE, ROOM 111

COMPANY NAME: CANADIAN NATIONAL RAILWAY  
CONTACT NAME: MARY-JEAN STRACHAN  
ADDRESS : 19TH FLOOR, CN TOWER  
10004 - 104TH AVE.  
EDMONTON, ALBERTA T5J 0K2

CLOSING DATE: 88/05/04

CNR SL

SECRETARY

POSTING # : 5638 DATE: 880426

DESCRIPTION : CLARION GROUP HAS A FULL-TIME POSITION AVAILABLE FOR A SECRETARY.

JOB DUTIES : GOOD ORGANIZATIONAL SKILLS. FILING OF CORRESPONDENCE, RECEPTION WORK, PROCESSING OF CORRESPONDENCE, EXPERIENCE IN WORD PROCESSING. DISPLAYWRITE III IS PREFERRED.

QUALIFICATNS: GRADUATE OF ADMINISTRATIVE SECRETARIAL ARTS.

LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : \$1,300.00 - \$1,600.00 NEG.  
JOB TYPE : FT WORK HRS: 8:30 - 5:00

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO CRAIG INSTRUCTIONS ROUCQUE AT CLARION GROUP.

COMPANY NAME: CLARION GROUP  
CONTACT NAME: CRAIG ROUCQUE  
ADDRESS : 5900 ROYAL TRUST TOWER  
EDMONTON CENTRE  
EDMONTON, ALBERTA T5J 2Z2

CLOSING DATE: 88/05/05

CLARIO SH

TRUSS DESIGNER

POSTING # : 5639 DATE: 880426

DESCRIPTION : KILRICH INDUSTRIES LTD. HAS A FULL-TIME POSITION AVAILABLE FOR A TRUSS DESIGNER.

JOB DUTIES : CHANGE OF OFFICE, WORKING ON OWN. FABRICATION OF ROOF AND FLOOR TRUSSES -- RESPONSIBLE FOR TECHNICAL WORK IN OFFICE.

QUALIFICATNS: GRADUATE OF ARCHITECTURE - ARCHITECTURE OPTION., CIVIL ENGINEERING TECH OR ENGINEERING DESIGN AND DRAFTING.

LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : - 25000-35000 DOE  
JOB TYPE : FT WORK HRS: 40-50 HOURS PER WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUME DIRECTLY TO INSTRUCTIONS KIP BOYD AT THE ADDRESS SET OUT BELOW.

COMPANY NAME: KILRICH INDUSTRIES LTD.  
CONTACT NAME: KIP BOYD  
ADDRESS : BOX 4997  
WHITENORSE, YUKON Y1A 4S2

CLOSING DATE: 88/05/05

KILRIC SL

SECRETARIAL

POSTING # : 5641 DATE: 880426

DESCRIPTION : BETH ISRAEL SYNAGOGUE HAS A FULL-TIME POSITION AVAILABLE FOR A SECRETARY.

JOB DUTIES : TYPING, TELEPHONE RECEPTION AND FILING.

QUALIFICATNS: GRADUATE OF ADMINISTRATIVE SECRETARIAL ARTS. APPLICANT SHOULD BE HIGHLY ORGANIZED, TYPE 50-60 WPM AND HAVE GOOD INTERPERSONAL SKILLS.

LOCATION : EDMONTON  
START DATE : 88/05/05 SALARY : - \$6.00 - \$7.00  
JOB TYPE : FT WORK HRS: -

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES DIRECTLY TO INSTRUCTIONS EMPLOYER: BETH ISRAEL SYNAGOGUE ATTN: MAX GRUNBERG

COMPANY NAME: BETH ISRAEL SYNAGOGUE  
CONTACT NAME: MAX GRUNBERG  
ADDRESS : 10205 - 119TH STREET  
EDMONTON, ALBERTA T5K 1Z3

CLOSING DATE: 88/05/05

BETH SH

SALES REPRESENTATIVE

POSTING # : 5643 DATE: 880426

DESCRIPTION : M.D.I. INDUSTRIAL SALES HAS A FULL-TIME POSITION FOR A SALES REPRESENTATIVE COMMENCING IMMEDIATELY.

JOB DUTIES : OUTSIDE SALES. TRAVEL ALLOWANCE. CALLING ON GAS PLANTS AND INDUSTRY USERS. MUST QUALIFY UNDER WORK TRAINING PROGRAM OF THE ALBERTA GOVERNMENT.

QUALIFICATNS: GRADUATE OF INSTRUMENTATION WITH SOME SALES EXPERIENCE. APPLICANT SHOULD HAVE NEAT APPEARANCE.

LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : - NEG. + BONUSES  
JOB TYPE : FT WORK HRS: -

APPLICATION : INTERESTED APPLICANTS ARE TO DROP OFF RESUMES TO MATT INSTRUCTIONS DELEY OR BRIAN KENNEDY AT THE ADDRESS SET OUT BELOW.

COMPANY NAME: MDI INDUSTRIAL SALES  
CONTACT NAME: MATT DELEY/BRIAN KENNEDY  
ADDRESS : 9868 - 33 AVE.  
EDMONTON, ALBERTA T6N 1C6

CLOSING DATE: 88/05/06

NDI JH

HAIR STYLIST

POSTING # : 5645 DATE: 880426

DESCRIPTION : ESTETIC HAIR HAS A FULL-TIME POSITION AVAILABLE FOR A HAIR STYLIST TO COMMENCE AS SOON AS POSSIBLE.

JOB DUTIES : HIGH-CALIBRE SALON HAS AN ENTRY LEVEL POSITION FOR A STYLIST

QUALIFICATNS: GRADUATE OF HAIRSTYLING.

LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : - NEG  
JOB TYPE : FT WORK HRS: VARIOUS

APPLICATION : INTERESTED APPLICANTS ARE TO CALL JUDY KEILER AT 482-1454 INSTRUCTIONS FOR AN APPOINTMENT.

COMPANY NAME: ESTETIC HAIR  
CONTACT NAME: JUDY KEILER  
ADDRESS : 12324 - 104TH AVENUE  
EDMONTON, ALBERTA T5N 0V3

CLOSING DATE: 88/05/08

ESTET SH

GEOLOGICAL WEBSITE TECH.

POSTING # : 5646 DATE: 880426

DESCRIPTION : CONTINENTAL LABORATORIES (GEOLOGICAL WEBSITE ANALYSIS LAB) HAS THREE FULL-TIME POSITIONS AVAILABLE FOR A GEOLOGICAL WEBSITE TECHNICIAN. NOTE. SALARY INCLUDES \$30.00 PER DAY LIVING ALLOWANCE.

JOB DUTIES : GEOLOGICAL WELL SITTING AND OPERATION OF HYDROCARBON DETECTION EQUIPMENT.

QUALIFICATNS: GRADUATE OF GEOSCIENCES-PETROLEUM EXPLORATION. MUST HAVE CLASS 5 VEHICLE OPERATIONS LICENSE.

LOCATION : CALGARY  
START DATE : 88/05/16 SALARY : \$1,200.00 - \$30. PER DAY  
JOB TYPE : FT WORK HRS: -

APPLICATION : INTERESTED APPLICANTS ARE TO FORWARD RESUME DIRECTLY TO THE INSTRUCTIONS EMPLOYER AS SOON AS POSSIBLE.

COMPANY NAME: CONTINENTAL LABORATORIES  
CONTACT NAME: SANDY PENNINGTON  
ADDRESS : 3601A - 21ST STREET, N.E.  
CALGARY, ALBERTA T2E 6T5

CLOSING DATE: 88/05/09

CONTIN KW

MANAGEMENT TRAINEE

POSTING # : 5647 DATE: 880426

DESCRIPTION : AVCO FINANCIAL SERVICES HAS TWO FULL-TIME POSITIONS AVAILABLE FOR MANAGEMENT TRAINEES TO COMMENCE APPROXIMATELY MAY 16/88.

JOB DUTIES : MANAGEMENT TRAINEE POSITION. DEVELOPING CONSUMER LENDING.  
NOTE, PREVIOUS APPLICANTS ARE WELCOME TO REAPPLY.

QUALIFICATNS: GRADUATE OF BUSINESS WITH FINANCIAL BACKGROUND.

LOCATION : EDMONTON  
START DATE : 88/05/16 SALARY : - DOE  
JOB TYPE : FT WORK HRS: 8:00 - 5:00

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUME PLUS TRANSCRIPT INSTRUCTIONS OF MARKS DIRECTLY TO EMPLOYER AT ADDRESS SET OUT BELOW.

COMPANY NAME: AVCO FINANCIAL SERVICES  
CONTACT NAME: BOB RACETTE  
ADDRESS : 12765 - 50TH STREET  
HERMITAGE SQUARE SOUTH  
EDMONTON, ALBERTA T5A 4L8

CLOSING DATE: 88/05/09

AVCO1 KW

CLERK TYPIST III

POSTING # : 5648 DATE: 880426

DESCRIPTION : THE WORKERS' COMPENSATION BOARD HAS A FULL-TIME POSITION AVAILABLE FOR A CLERK TYPIST III.

JOB DUTIES : SUCCESSFUL APPLICANT MUST BE ABLE TO START IMMEDIATELY. PROCESSING CORRESPONDENCE ON IBM DISPLAYWRITER, XEROX 645 S MEMORYWRITER. WORKING WITH MANAGER. OPPORTUNITY FOR GROWTH.

QUALIFICATNS: GRADUATE OF ADMINISTRATIVE SECRETARIAL ARTS. LOOKING FOR BRIGHT AND AMBITIOUS PERSON.

LOCATION : EDMONTON  
START DATE : 88/05/12 SALARY : \$1,465.00 - \$1,763.00 PER MONTH  
JOB TYPE : FT WORK HRS: 8:00 - 4:00

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO RAE-ANN INSTRUCTIONS HOUSTON AT ADDRESS SET OUT BELOW.

COMPANY NAME: WORKERS' COMPENSATION BOARD  
CONTACT NAME: RAE-ANN HOUSTON  
ADDRESS : WORKERS' COMPENSATION BOARD  
P.O.BOX 2415,9912 -107 STREET  
EDMONTON, ALTA TSJ 2S5

CLOSING DATE: 88/05/11

WCB SH

PETRO-CHEMICAL TECHNICIANS

POSTING # : 5649 DATE: 880426

DESCRIPTION : DOW CHEMICAL HAS FIVE FULL-TIME POSITIONS AVAILABLE FOR PETRO-CHEMICAL TECHNOLOGISTS.

JOB DUTIES : JOB DESCRIPTION WILL BE OUTLINE DURING TIME OF INTERVIEW.

QUALIFICATNS: GRADUATE OF PETRO-CHEMICAL TECHNOLOGY. WILL CONSIDER PREVIOUS HYDROCARBON GRADUATES. PREFER CANDIDATE TO HAVE 4TH CLASS STEAM TICKET.

LOCATION : FORT SASKATCHEWAN  
START DATE : 88/05/30 SALARY : - DOE  
JOB TYPE : FT WORK HRS: VARIOUS/SHIFT WORK

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUME PLUS A TRANSCRIPT INSTRUCTIONS OF MARKS TO MAIT PLACEMENT CENTRE, ROOM 111.

COMPANY NAME: DOW CHEMICAL CANADA INC.  
CONTACT NAME: LARRY PERPAR  
ADDRESS : P. O. BAG 16  
FORT SASKATCHEWAN, ALTA T8L 2P4

CLOSING DATE: 88/05/09

DOW KW

TECHNICAL SALES

POSTING # : 5650 DATE: 880426

DESCRIPTION : ROTAIR INDUSTRIES LTD. (MANUFACTURERS AND DISTRIBUTES AIR COMPRESSORS AND COMPRESSED AIR EQUIPMENT) HAS A FULL-TIME POSITION AVAILABLE FOR A TECHNICAL SALES PERSON.

JOB DUTIES : COMPANY RESPRESENTATIVE TO COVER TERRITORY. SOME TRAVEL IS REQUIRED.

QUALIFICATNS: GRADUATE OF MECHANICAL ENGINEERING TECHNOLOGY OR MILLWRIGHT TECHNOLOGY.

LOCATION : EDMONTON  
START DATE : 88/05/16 SALARY : \$1,500.00 - \$2,000.00  
JOB TYPE : FT WORK HRS: 40 HOUR WORK WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO CALL GRANT BURTON AT 440-2775. INSTRUCTIONS

COMPANY NAME: ROTAIR INDUSTRIES LTD.  
CONTACT NAME: GRANT BURTON  
ADDRESS : 7722 - 9TH STREET  
EDMONTON, ALBERTA T6P 1L6

CLOSING DATE: 88/05/12

ROTAIR SL

ACCOUNTANT

POSTING # : 5651 DATE: 880426

DESCRIPTION : DONE PETROLEUM HAS TWO FULL-TIME POSITIONS AVAILABLE FOR AN ACCOUNTANT IN THEIR CALGARY OFFICE.

JOB DUTIES : APPLICANT SHOULD BE PLANNING TO COMPLETE CMA OR CGA DESIGNATION. ENTRY LEVEL POSITIONS IN ADMINISTRATIVE OIL AND GAS ACCOUNTING.

QUALIFICATNS: GRADUATE OF BUSINESS WITH ACCOUNTING BACKGROUND.

LOCATION : CALGARY  
START DATE : 88/05/15 SALARY : \$1,800.00 - PER MONTH  
JOB TYPE : FT WORK HRS:

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO WENDY FORSYTH INSTRUCTIONS HUMAN RESOURCES DEPART OF DONE PETROLEUM LTD./ADDRESS BELOW

COMPANY NAME: DONE PETROLEUM LTD.  
CONTACT NAME: WENDY FORSYTH  
ADDRESS : BOX 200, 14TH FL, SCOTIA TOWER  
700 - 2ND STREET, S.W.  
CALGARY, ALERTA T2P 2N8

CLOSING DATE: 88/05/14

DONE SH

SALES PERSON

POSTING # : 5652 DATE: 880426

DESCRIPTION : GRIP CLINCH FASTENERS LTD. HAS A FULL-TIME POSITION AVAILABLE FOR A SALES PERSON.

JOB DUTIES : IN FIELD SALES. COMPANY HAS TRAINING PERIOD.

QUALIFICATNS: GRADUATE OF BUSINESS WITH MARKETING BACKGROUND.

LOCATION : EDMONTON  
START DATE : 88/05/17 SALARY : - 18,000-25,000  
JOB TYPE : FT WORK HRS: 8:00 - 4:00

APPLICATION : INTERESTED APPLICANTS ARE TO PHONE RUSSELL GREENING FOR INSTRUCTIONS APPOINTMENT AT 467-5541.

COMPANY NAME: GRIP CLINCH FASTENERS LTD.  
CONTACT NAME: RUSSELL GREENING  
ADDRESS : 17213 - 107TH AVENUE  
EDMONTON, ALBERTA T5S 1E5

CLOSING DATE: 88/05/16

GRIP KW

SALES PERSON

POSTING # : 5654 DATE: 880426

DESCRIPTION : CENTRAL SEWING MACHINES HAS A FULL TIME POSITION AVAILABLE

JOB DUTIES : MUST HAVE KNOWLEDGE OF SEWING AND KNITTING MACHINES FOR SALE OF MACHINES  
SOME ADMINISTRATION ABILITY WOULD BE HELPFUL  
SUCCESSFUL APPLICANT MAY START A.S.A.P.

QUALIFICATNS: GRAD OF TAILORING COURSE

LOCATION : EDMONTON  
START DATE : 88/05/19 SALARY : - NEG DOE  
JOB TYPE : FT WORK HRS: VARY

APPLICATION : INTERESTED APPLICANTS ARE TO CONTACT RANDY AT 444-1147 TO INSTRUCTIONS ARRANGE AN INTERVIEW - BRING RESUME

COMPANY NAME: CENTAL SEWING MACHINES  
CONTACT NAME: RANDY  
ADDRESS : 8649 - 63RD AVENUE  
EDMONTON, ALBERTA T6E 0E8

CLOSING DATE: 88/05/18

CENSEW R

MANAGER TRAINEES

POSTING # : 5655 DATE: 880426

DESCRIPTION : MCDONALD'S RESTAURANTS OF CANADA LIMITED HAS SEVERAL POSITIONS AVAILABLE FOR MANAGER TRAINEES.

JOB DUTIES : BEGIN AS MANAGER TRAINEE. LEARNING SOUND GENERAL MANAGEMENT CONCEPTS AS WELL AS SPECIFIC TECHNIQUES THAT ARE PART OF MCDONALD'S SYSTEM. SUPERVISE 15-20 PEOPLE PER SHIFT. CALL AT PLACEMENT CENTRE FOR INFORMATION BROCHURE. TO START A.S.A.P. \*NOTE: THIS IS A MANAGEMENT POSITION

QUALIFICATNS: GRAD OF BUSINESS

LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : - UP TO 20000/YR  
JOB TYPE : FT WORK HRS: SHIFT & WEEKENDS

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO THE EMPLOYER INSTRUCTIONS

COMPANY NAME: MCDONALD'S RESTAURANTS OF CANADA LIMITED  
CONTACT NAME: AL HOLLETT  
ADDRESS : SUITE 100  
11765 JASPER AVENUE  
EDMONTON, ALBERTA T5K 0N6

CLOSING DATE: 88/05/31

MCDONA R

MAKE SURE YOU CHECK THE BOARDS REGULARLY FOR  
NEW POSITIONS RECEIVED BETWEEN PUBLICATION DATES.

SECRETARY

POSTING # : 5656 DATE: 880426  
DESCRIPTION : BRYANT PARKER PLUMBING HAS A FULL TIME POSITION AVAILABLE  
JOB DUTIES : MECHANICAL APTITUDE WOULD BE AN ASSET  
ACCOUNTS PAYABLE/ACCOUNTS RECEIVABLE. RECORD KEEPING  
SECRETARIAL DUTIES. 1 PERSON OFFICE  
QUALIFICATNS: GRAD OF 1ST YEAR OR 2ND YEAR SECRETARIAL & OFFICE ADM.  
LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : - NEG  
JOB TYPE : FT WORK HRS: 8:00 - 4:30  
APPLICATION : INTERESTED APPLICANTS ARE TO TELEPHONE 433-1839 FOR AN  
INSTRUCTIONS APPOINTMENT  
COMPANY NAME: BRYANT-PARKER PLUMBING SERVICES  
CONTACT NAME:  
ADDRESS : 10003 - 80 AVENUE  
EDMONTON, ALBERTA T6E 1T4  
CLOSING DATE: 88/03/09 BRYANT SH

DENTAL ASSISTANT

POSTING # : 5657 DATE: 880426  
DESCRIPTION : A STETTLER DENTAL OFFICE HAS A FULL-TIME POSITION AVAILABLE  
FOR A DENTAL ASSISTANT.  
JOB DUTIES : DENTAL ASSISTING.  
QUALIFICATNS: GRADUATE OF DENTAL ASSISTING.  
LOCATION : STETTLER  
START DATE : 88/06/20 SALARY : \$1,500.00 - PER MONTH NEG.  
JOB TYPE : FT WORK HRS: 8:30 - 5:30  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO JEANNE OR  
INSTRUCTIONS DR. R. C. BRUNTJEN AT THE ADDRESS SET OUT BELOW.  
COMPANY NAME: BRUNTJEN, DR. ROGER  
CONTACT NAME: JEANNIE  
ADDRESS : BOX 398, HEARTLAND  
SHOPPING PLAZA  
STETTLER, ALBERTA T0C 2L0  
CLOSING DATE: 88/06/06 BRUNT SH

SERVICE TECHNICIAN

POSTING # : 5658 DATE: 880426  
DESCRIPTION : CALTECH SCIENTIFIC HAS A FULL-TIME POSITION AVAILABLE FOR  
A SERVICE TECHNICIAN.  
JOB DUTIES : REFRIGERATION TECHNICIAN.  
QUALIFICATNS: GRADUATE OF AIR CONDITIONING TECHNOLOGY.  
LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : - DOE  
JOB TYPE : FT WORK HRS:  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO DENNIS FRENCH  
INSTRUCTIONS AT THE ADDRESS SET OUT BELOW. NO PHONE CALLS!!!  
COMPANY NAME: CALTEC SCIENTIFIC  
CONTACT NAME: DENNIS FRENCH  
ADDRESS : BOX 3240  
EDMONTON, ALBERTA T5P 4C3  
CLOSING DATE: 88/05/08 CALTEC SH

ELECTRONICS TECHNICIAN

POSTING # : 5659 DATE: 880426  
DESCRIPTION : CAMPBELL SCIENTIFIC HAS A FULL-TIME POSITION AVAILABLE FOR  
A ELECTRONICS TECHNICIAN.  
JOB DUTIES : REPAIRING ELECTRONIC EQUIPMENT. ASSEMBLY WORK, VARIOUS  
OTHER DUTIES.  
QUALIFICATNS: GRADUATE OF ELECTRONICS ENGINEERING TECHNOLOGY.  
LOCATION : EDMONTON  
START DATE : 88/05/24 SALARY : - NEG.  
JOB TYPE : FT WORK HRS: 9:00 - 5:00  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO MICHELLE  
INSTRUCTIONS BELANGER. NO PHONE CALLS PLEASE!!!  
COMPANY NAME: CAMPBELL SCIENTIFIC CANADIAN CORPORATION  
CONTACT NAME: MICHELLE BELANGER  
ADDRESS : 9525 - 41ST AVENUE  
EDMONTON, ALBERTA T6E 5X7  
CLOSING DATE: 88/05/10 CAMPS SH

MARKETING MANAGEMENT TRAINEE

POSTING # : 5660 DATE: 880426  
DESCRIPTION : CANADA PACKERS INC. HAS A FULL-TIME POSITION AVAILABLE FOR  
A MARKETING MANAGEMENT TRAINEE IN THEIR CALGARY OFFICE.  
JOB DUTIES : RESPONSIBLE FOR CO-ORDINATING THE PROCUREMENT PRODUCTION  
AND MARKETING OF A COMMODITY PRODUCT.  
QUALIFICATNS: GRADUATE OF BUSINESS WITH MARKETING BACKGROUND.  
LOCATION : CALGARY  
START DATE : 88/05/16 SALARY : -  
JOB TYPE : FT WORK HRS:  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO THE NAIT  
INSTRUCTIONS PLACEMENT CENTRE, ROOM 111.  
COMPANY NAME: CANADA PACKERS INC.  
CONTACT NAME: DON MURCHIE  
ADDRESS : P.O. BOX 820, STATION M.  
CALGARY, ALBERTA T2P 2J8  
CLOSING DATE: 88/05/05 CANPA2 SL

PRODUCTION MANAGEMENT TRAINEE

POSTING # : 5661 DATE: 880426  
DESCRIPTION : CANADA PACKER'S INC. HAS A FULL-TIME POSITION AVAILABLE  
FOR A PRODUCTION MANAGEMENT TRAINEE.  
JOB DUTIES : RESPONSIBLE FOR SUPERVISING A LARGE UNIONIZED WORK FORCE.  
QUALIFICATNS: GRADUATE OF BUSINESS WITH ADMINISTRATION MANAGEMENT  
BACKGROUND.  
LOCATION : CALGARY  
START DATE : 88/05/16 SALARY : -  
JOB TYPE : FT WORK HRS:  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO THE NAIT  
INSTRUCTIONS PLACEMENT CENTRE, ROOM 111.  
COMPANY NAME: CANADA PACKERS INC.  
CONTACT NAME: DON MURCHIE  
ADDRESS : P.O. BOX 820, STATION M.  
CALGARY, ALBERTA T2P 2J8  
CLOSING DATE: 88/05/05 CANPA2 SL

MANAGEMENT TRAINEES

POSTING # : 5662 DATE: 880426  
DESCRIPTION : HUDSON'S BAY COMPANY HAS SEVERAL FULL TIME POSITIONS  
AVAILABLE IN VARIOUS LOCATIONS IN NORTHERN ALBERTA, SASK.  
AND THE NORTHWEST TERRITORIES.  
JOB DUTIES : ON THE JOB TRAINING IN AREAS OF GROCERY/RETAIL MERCHANDISING  
SHIPPING/RECEIVING AND ACCOUNTING. CO. BENEFITS, TRANSPORT.  
COSTS PAID BY THE COMPANY UPON RELOCATION. OPPORTUNITY TO  
DEVELOP SUPERVISORY, MANAGEMENT AND LEADERSHIP SKILLS.  
SEE FURTHER INFO BINDER IN NAIT PLACEMENT CENTRE, ROOM 111.  
QUALIFICATNS: GRAD OF BUSINESS WITH MARKETING BACKGROUND OR ADMINISTRATIVE  
MANAGEMENT BACKGROUND. GOOD COMMUNICATION SKILLS. HIGH  
SCHOOL ED. APTITUDE FOR ACCOUNTING/INTEREST IN MERCHANDISING  
LOCATION : VARIOUS  
START DATE : 88/05/02 SALARY : - 13000-17000/YR  
JOB TYPE : FT WORK HRS:  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUME AND BAY APP.FORM  
INSTRUCTIONS TO ADDRESS BELOW TO THE ATTENTION OF: S. J. GODFREY.  
COMPANY NAME: HUDSON'S BAY COMPANY  
CONTACT NAME: S.J. GODFREY, PERSONNEL MAN.  
ADDRESS : 501 10310 JASPER AVENUE  
EDMONTON, ALBERTA T5J 3P7  
CLOSING DATE: 88/05/20 HUDSON R

COMPUTER PERSON

POSTING # : 5665 DATE: 880426  
DESCRIPTION : REED STENHOUSE LTD. HAS A FULL TIME POSITION AVAILABLE  
JOB DUTIES : OPERATION OF COMPUTERS, MONTH END REPORTS, DATA ENTRY,  
ASSISTING PROBLEM PROGRAMMING (LIMITED)  
QUALIFICATNS: GRAD OF COMPUTER SYSTEMS  
LOCATION : EDMONTON  
START DATE : 88/05/10 SALARY : \$1,300.00 - PER MONTH  
JOB TYPE : FT WORK HRS: 7:45-4:00 8:30-4:45  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES DIRECTLY TO  
INSTRUCTIONS JUDY TURNER WITH RECENT TRANSCRIPT OF MARKS  
COMPANY NAME: REED STENHOUSE  
CONTACT NAME: JUDY TURNER  
ADDRESS : SUITE 101 9525-109 ST.  
EDMONTON, ALBERTA T5K 2J8  
CLOSING DATE: 88/05/10 REEDST SH



## PLANNING ASSISTANT

POSTING # : 5564 DATE: 880421

DESCRIPTION : THE CITY OF SPRUCE GROVE HAS A SUMMER STEP POSITION  
AVAILABLE IN THE MUNICIPAL PLANNING & DEVELOPMENT OFFICE.

JOB DUTIES : ASSIST IN DEVELOPMENT PERMIT APPLICATION REVIEWS. ASSIST IN  
OFFICE DUTIES - FILING, TYPING, RECEPTION

QUALIFICATNS: GRAD OR STUDENT OF ARCHITECTURE TECH.--URBAN & REGIONAL  
PLANNING OR BUSINESS ADM WITH FAMILIARITY WITH MAPS, ETC.  
RELATING TO LAND USE

LOCATION : SPRUCE GROVE

START DATE : 88/03/02 SALARY : \$7.00 - PER HOUR

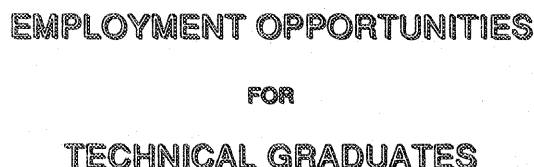
JOB TYPE : SUM WORK HRS: 8:30 - 4:30

APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUMES OR DELIVER TO  
INSTRUCTIONS NEIL CONNELLY AT THE ADDRESS BELOW

COMPANY NAME: CITY OF SPRUCE GROVE  
CONTACT NAME: NEIL CONNELLY  
ADDRESS : 410 KING STREET

SPRUCE GROVE, ALBERTA T7X 2Z1

CLOSING DATE: 88/04/28 CITYSG SL



Greg Hooper  
Western Regional Office  
452-4958

## CLERK II

POSTING # : 3574 DATE: 880421

DESCRIPTION : CHARLES CANSELL GENERAL HOSPITAL HAS A SUMNER STEP  
POSITION AVAILABLE FOR AN ELECTRONICS TECHNICIAN ASSISTANT.

JOB DUTIES : EQUIPMENT PERFORMANCE TESTING, CLEANING, CHECKING &  
UPDATING EQUIPMENT RECORDS, ROUTINE SAFETY INSPECTION,  
FILING & SORTING SHOP MANUALS AND MAINTAINING TIDY WORK AREA

QUALIFICATNS: STUDENT IN ELECTRONICS OR ELECTRICAL ENG. TECH.

LOCATION : EDMONTON

START DATE : 88/05/09 SALARY : \$3.50 - PER HOUR

JOB TYPE : SUN WORK HRS: 38-3/4 HR WEEK

APPLICATION : INTERESTED APPLICANTS ARE TO FILL OUT APPLICATIONS AT  
INSTRUCTIONS PERSONNEL OFFICE IN THE HOSPITAL.

COMPANY NAME: CHARLES CANSELL GENERAL HOSPITAL

CONTACT NAME: RITA GIERSCH

ADDRESS : 12804 - 114 AVE.

EDMONTON, ALTA T5N 3A4

CLOSING DATE: 88/05/04

CHARLE SL

SUMMER, PART TIME AND TEMPORARY

AUDIO VISUAL TECH.

POSTING # : 5576 DATE: 880421  
DESCRIPTION : INDEPENDENT VIDEO PRODUCTION HOUSE HAS A PART TIME AUDIO VISUAL TECH POSITION AVAILABLE  
JOB DUTIES : STUDIO CAMERA OPERATOR  
SUITABLE CANDIDATE CAN START AS SOON AS POSSIBLE

QUALIFICATNS: STUDENT OF RADIO TELIVISION ARTS

LOCATION : EDMONTON  
START DATE : 88/03/09 SALARY : \$50.00 - PER SHIFT  
JOB TYPE : PT WORK HRS: 3:00 A.M. - 3:30 A.M  
APPLICATION : INTERESTED APPLICANTS ARE TO CALL JIM SIMPSON AT 452-4082 INSTRUCTIONS  
COMPANY NAME: VICOM LTD.  
CONTACT NAME: JIM SIMPSON  
ADDRESS : 14713 - 116 AVENUE

EDMONTON, ALBERTA T5N 3E8

CLOSING DATE: 88/05/05 VICOM SL

COMPUTER OPERATOR

POSTING # : 5581 DATE: 880421  
DESCRIPTION : COMPUTER SERVICE COMPANY SPECIALIZING IN TELECOMMUNICATIONS HAS A SUMMER POSITION AVAILABLE  
JOB DUTIES : WORKING ON SYSTEM 38  
POSITION TO CONTINUE WEEKENDS THROUGHOUT THE SCHOOL YEAR.

QUALIFICATNS: STUDENT OF COMPUTER SYSTEMS TECH.

LOCATION : EDMONTON  
START DATE : 88/05/13 SALARY : \$8.00 - PER HOUR  
JOB TYPE : SUN WORK HRS: WEEKENDS  
APPLICATION : INTERESTED APPLICANTS ARE TO SEND RESUME TO RON HOWE AT INSTRUCTIONS THE ADDRESS BELOW  
COMPANY NAME: B.A. SAVILLE & ASSOCIATES  
CONTACT NAME: RON HOWE  
ADDRESS : #209, 4445 CALGARY TRAIL

EDMONTON, ALBERTA T6N 3R7

CLOSING DATE: 88/05/12 BASAVI SL

ANIMAL HEALTH TECH/SUPERVISOR

POSTING # : 5582 DATE: 880421  
DESCRIPTION : THE SPCA HAS A PART-TIME POSITION AVAILABLE FOR SATURDAYS AND SUNDAYS, 9 TO 3. THIS HAS THE POTENTIAL OF BECOMING A FULL-TIME POSITION.  
JOB DUTIES : TELEPHONE & PUBLIC RECEPTION SKILLS; NEAT CLEAN PENNMANSHIP; VALID CLASS 3 DRIVER'S LICENSE; ABILITY TO WORK DEADLINES; SUPERVISORY ABILITY

QUALIFICATNS: GRAD OF ANIMAL HEALTH TECH.

LOCATION : EDMONTON  
START DATE : 88/05/16 SALARY : \$7.03 - \$7.76 PER HOUR  
JOB TYPE : PT WORK HRS: 9:00 - 3:00  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO SHELLEY INSTRUCTIONS OSTROM AT THE ADDRESS BELOW.  
COMPANY NAME: SPCA  
CONTACT NAME: SHELLEY OSTROM  
ADDRESS : 12251 - 67 STREET

EDMONTON, ALBERTA T5B 1N8

CLOSING DATE: 88/05/12 SPCA SL

OFFICE ASSISTANT

POSTING # : 5592 DATE: 880421  
DESCRIPTION : ARCHITECTURAL FIRM HAS A SUMMER POSITION AVAILABLE.  
JOB DUTIES : GENERAL OFFICE DUTIES. REVIEW TECHNICAL LITERATURE TRACING. ENTRY LEVEL - EXPOSURE TO ARCHITECTURAL OFFICE.

QUALIFICATNS: FIRST YEAR STUDENT OF ARCHITECTURAL TECHNOLOGY.

LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : - NEGOTIABLE  
JOB TYPE : SUN WORK HRS:  
APPLICATION : INTERESTED APPLICANTS ARE TO DROP OFF OR MAIL RESUMES INSTRUCTIONS ATTENTION VICTOR KOZAK AT THE ADDRESS NOTED BELOW.  
COMPANY NAME: STEPHENS KOZAK ARCHITECTS LTD.  
CONTACT NAME: VICTOR KOZAK  
ADDRESS : 10149 - 172 STREET

EDMONTON, ALBERTA T5S 1K9

CLOSING DATE: 88/04/28 STEPHE JC

JUNIOR DRAFTSMAN

POSTING # : 5613 DATE: 880422  
DESCRIPTION : AN INDUSTRIAL CONSTRUCTION COMPANY HAS A TEMPORARY POSITION AVAILABLE. SUITABLE APPLICANT MAY START IMMEDIATELY.  
JOB DUTIES : UPDATING AS-BUILT DRAWINGS.

QUALIFICATNS: GRADUATE OF ENGINEERING DESIGN & DRAFTING TECHNOLOGY.

LOCATION : COLD LAKE  
START DATE : 88/05/10 SALARY : \$12.00 - PER HR., APPROX  
JOB TYPE : TMP WORK HRS: 40 HOURS PER WEEK  
APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUMES TO THE ADDRESS INSTRUCTIONS NOTED BELOW. PLEASE INCLUDE DAYTIME CONTACT NUMBER.  
COMPANY NAME: BROWN & ROOT  
CONTACT NAME: REG BEYER  
ADDRESS : 3300 - 76 AVENUE

EDMONTON, ALBERTA T6P 1J4

CLOSING DATE: 88/05/09 BROWN SL

COOK

POSTING # : 5614 DATE: 880422  
DESCRIPTION : THE YWCA CAFETERIA SERVING RESIDENTS AND THE PUBLIC HAS A PART-TIME POSITION OPEN. MORE HOURS ARE AVAILABLE DURING THE SUMMER FOR HOLIDAY RELIEF.  
JOB DUTIES : SHORT ORDERS, SOUPS, MAIN DISHES, SERVING CUSTOMERS, KITCHEN CLEANUP.

QUALIFICATNS: STUDENT OR GRADUATE OF COOKING. PREVIOUS EXPERIENCE IS NECESSARY.

LOCATION : EDMONTON  
START DATE : 88/05/10 SALARY : \$6.00 - PER HR TO START  
JOB TYPE : PT WORK HRS: 1:30 - 6:30; MON-THU  
APPLICATION : INTERESTED APPLICANTS ARE TO CONTACT NATALIE LAFLEUR AT INSTRUCTIONS 423-9922 TO ARRANGE AN INTERVIEW.  
COMPANY NAME: YOUNG WOMENS CHRISTIAN ASSOC.  
CONTACT NAME: NATALIE LAFLEUR, CAFETERIA MGR  
ADDRESS : 10305 - 100 AVE

EDMONTON, ALTA T5J 3C8

CLOSING DATE: 88/05/09 YWCA SL

COOK

POSTING # : 5627 DATE: 880426  
DESCRIPTION : A SHERWOOD PARK GOLF AND COUNTRY CLUB HAS A SUMMER POSITION AVAILABLE FOR A COOK.  
JOB DUTIES :

QUALIFICATNS: STUDENT OF COMMERCIAL COOKING.

LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : - \$7.50 PER HOUR  
JOB TYPE : SUN WORK HRS: EVENINGS  
APPLICATION : INTERESTED APPLICANTS ARE TO CALL KARL MAIER AT 467-2025 FOR INSTRUCTIONS AN INTERVIEW.  
COMPANY NAME: BELVEDERE GOLF & COUNTRY CLUB  
CONTACT NAME: KARL MAIER  
ADDRESS : BOX 3258

SHERWOOD PARK, ALBERTA T8A 2A6

CLOSING DATE: 88/04/29 BELVED SL

CLERK STENO

POSTING # : 5631 DATE: 880425  
DESCRIPTION : THE UNIVERSITY OF ALBERTA, DEPARTMENT OF RECREATIONAL & LEISURE STUDIES HAS A SUMMER STEP POSITION AVAILABLE FOR A CLERK STENO.  
JOB DUTIES : STUDENT RECORDS PROCESSING, FILING, WORD PROCESSING. EXPERIENCE IS PREFERRED. EXPERIENCE ON IBM MULTIMATE IS PREFERRED.

QUALIFICATNS: STUDENT OR GRADUATE OF ADMINISTRATIVE SECRETARIAL ARTS.

LOCATION : EDMONTON  
START DATE : 88/05/02 SALARY : - \$5.50  
JOB TYPE : SUN WORK HRS: 8:00 - 4:00  
APPLICATION : INTERESTED APPLICANTS ARE TO CALL SHERRY ALLENSON AT INSTRUCTIONS 432-2677.  
COMPANY NAME: U OF A, DEPART OF RECREATION AND LEISURE STUDIES  
CONTACT NAME: SHERRY ALLENSON  
ADDRESS : 8401, ZANZILET PHYSICAL ED & REC. CENTRE, FAC. OF PHY ED. EDMONTON, ALBERTA T6C 2H9

CLOSING DATE: 88/05/02 UOFA14 SH

JUNIOR ESTIMATOR

POSTING # : 5636 DATE: 880426

DESCRIPTION : A GENERAL CONTRACTING COMPANY HAS A TEMPORARY POSITION AVAILABLE FOR A JUNIOR ESTIMATOR.

JOB DUTIES : PERSON TO HELP WITH ESTIMATING AND CUSTOMER RELATIONS.  
THIS IS A TEMPORARY POSITION BUT MAY BECOME FULL-TIME.

QUALIFICATNS: GRADUATE OF BUILDING CONSTRUCTION ENGINEERING TECH OR ARCHITECTURE. EXPERIENCE IS PREFERRED.

LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : \$1,200.00 - \$1,400.00 TO START  
JOB TYPE : TMP WORK HRS: 8 TO 5

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUME TO ACB CONSTR. INSTRUCTIONS AT ADDRESS SET OUT BELOW.

COMPANY NAME: ACB CONSTRUCTION  
CONTACT NAME: KEITH FREEMAN  
ADDRESS : 18122 - 107TH AVENUE  
EDMONTON, ALBERTA T5S 1K4

CLOSING DATE: 88/05/05ACB KW

TELEMARKET SURVEY PERSON

POSTING # : 5637 DATE: 880426

DESCRIPTION : OTTO & ASSOCIATES INSURANCE AGENCY LTD. HAS A SUM SEED POSITION AVAILABLE FOR A TELEMARKETING SURVEY PERSON.

JOB DUTIES : CONDUCT PERSONAL AND TELEPHONE SURVEYS.

QUALIFICATNS: STUDENT OF BUSINESS.

LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : \$6.00  
JOB TYPE : SUM WORK HRS: 2:00 - 9:00

APPLICATION : INTERESTED APPLICANTS ARE TO TELEPHONE BILL SKELLY INSTRUCTIONS AT 465-1491.

COMPANY NAME: OTTO & ASSOCIATES INSURANCE AGENCY LTD.  
CONTACT NAME: BILL SKELLY  
ADDRESS : 9803 - 71ST STREET  
EDMONTON, ALBERTA T6A 2T8

CLOSING DATE: 88/05/05OTTOAS KW

DENTAL ASSISTANT

POSTING # : 5640 DATE: 880426

DESCRIPTION : MILLWOODS DENTAL CENTRE HAS A PART-TIME POSITION AVAILABLE FOR A DENTAL ASSISTANT FOR EVENINGS AND SATURDAYS.

JOB DUTIES : RECEPTION DUTIES AS WELL AS DENTAL ASSISTING.

QUALIFICATNS: GRADUATE OF DENTAL ASSISTING.

LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : NEG.  
JOB TYPE : PT WORK HRS: EVENINGS & SAT.

APPLICATION : INTERESTED APPLICANTS ARE TO CALL EITHER DR. JOSHEE OR INSTRUCTIONS CHARLENE BETWEEN 9:00 AM AND 4:00 P.M. (463-0555)

COMPANY NAME: MILLWOODS DENTAL CENTRE  
CONTACT NAME: DR. JOSHEE  
ADDRESS : 9324 - 34 AVENUE  
EDMONTON, ALBERTA T6E 5X8

CLOSING DATE: 88/05/05MILLWO SH

TECHNICIAN

POSTING # : 5642 DATE: 880426

DESCRIPTION : NOVA AUDIO VISUAL LIMITED HAS A SUMMER SEED POSITION AVAILABLE FOR A TECHNICIAN.

JOB DUTIES : SERVICING EQUIPMENT, SOME SHIPPING AND RECEIVING OF EQUIPMENT.  
OWN TRANSPORTATION IS REQUIRED.

QUALIFICATNS: STUDENT OR GRADUATE OF ELECTRONICS ENGINEERING OR ELECTRONIC SERVICE TECHNICIAN. NOTE. MUST BE RETURNING BACK TO SCHOOL FULL-TIME IN FALL IN ORDER TO QUALIFY.

LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : \$6.00 PER HOUR  
JOB TYPE : SUN WORK HRS: 8:00 - 5:00

APPLICATION : INTERESTED APPLICANTS ARE TO CALL NANCY WRIGHT AT 425-4505 INSTRUCTIONS FOR AN APPOINTMENT.

COMPANY NAME: NOVA AUDIO VISUAL  
CONTACT NAME: NANCY WRIGHT/NIKE CHOLAK  
ADDRESS : 10616-105 AVENUE  
EDMONTON, ALBERTA T5H 0L2

CLOSING DATE: 88/05/05NOVA AV KW

DRAFTING TECHNICIAN

POSTING # : 5644 DATE: 880426

DESCRIPTION : SYSTEMATIC FIRE CONTROL HAS A PART-TIME POSITION AVAILABLE FOR A DRAFTING TECHNICIAN.

JOB DUTIES : PREPARING DRAWINGS, OPERATING AND MAINTENANCE INSTRUCTIONS FOR VARIOUS CONTRACTS. -PART-TIME FOR SUMMER COULD BECOME A FULL-TIME POSITION. NOTE, SYSTEMATIC FIRE CONTROL DESIGNS, SUPPLIES AND INSTALLS FIRE PROTECTION EQUIPMENT.

QUALIFICATNS: GRADUATE OR STUDENT OF ENGINEERING DESIGN AND DRAFTING.

LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : NEG.  
JOB TYPE : PT WORK HRS: FLEXIBLE

APPLICATION : INTERESTED APPLICANTS ARE TO CALL JOHN MIKKELSON OR JOYCE WILLIAMS FOR APPOINTMENT AT 484-8128/BRING RESUME TO INTER.

COMPANY NAME: SYSTEMATIC FIRE CONTROL  
CONTACT NAME: JOHN MIKKELSON  
ADDRESS : (WESTECH SUPPRESSION LTD.)  
16707 - 113TH AVENUE  
EDMONTON, ALBERTA T5M 2X2

CLOSING DATE: 88/05/06SYSFIR JN

COOK

POSTING # : 5653 DATE: 880426

DESCRIPTION : AVENUE PIZZA HAS A PART-TIME EVENING POSITION AVAILABLE FOR A COOK

JOB DUTIES : EVENING COOKING  
CAN START IMMEDIATELY

QUALIFICATNS: GRAD OR STUDENT OF COOKING

LOCATION : EDMONTON  
START DATE : 88/05/19 SALARY : \$6.50 - \$7.50 PER HR DOE  
JOB TYPE : PT WORK HRS: EVENINGS

APPLICATION : INTERESTED APPLICANTS ARE TO CALL DENNIS FITZGERALD AT INSTRUCTIONS 431-0091 FOR AN APPOINTMENT OR SUBMIT RESUMES TO COMPANY

COMPANY NAME: AVENUE PIZZA  
CONTACT NAME: DENNIS FITZGERALD  
ADDRESS : 8519 - 112TH STREET  
EDMONTON, ALBERTA T6G 1K7

CLOSING DATE: 88/05/18AVEN SH

RECEPTIONIST

POSTING # : 5663 DATE: 880426

DESCRIPTION : NORTH AMERICAN AIRLINES LTD. HAS A FULL TIME SUMMER POSITION AVAILABLE  
HOURS ARE 5:00 - 9:00 P.M. MONDAY TO FRIDAY

JOB DUTIES : RECEPTIONIST DUTIES WITH SOME COMPUTER WORK

QUALIFICATNS: STUDENT OF SECRETARIAL

LOCATION : EDMONTON  
START DATE : 88/05/09 SALARY : D.O.E.  
JOB TYPE : SUN WORK HRS: 5:00 - 9:00 P.M.

APPLICATION : INTERESTED APPLICANTS ARE TO SUBMIT RESUME TO BONNIE HOLLIER INSTRUCTIONS AT THE ADDRESS BELOW

COMPANY NAME: NORTH AMERICAN AIRLINES LTD.  
CONTACT NAME: BONNIE HOLLIER  
ADDRESS : HANGAR 8, MUNICIPAL AIRPORT  
BOX 3355, STN D  
EDMONTON, ALBERTA T5L 4J2

CLOSING DATE: 88/05/09NORAM

DRAFTING TECH.

POSTING # : 5664 DATE: 880426

DESCRIPTION : RED DEER REGIONAL PLANNING COMMISSION HAS A SUMMER POSITION AVAILABLE

JOB DUTIES : REVISE URBAN BASE MAPS - GOOD INK LINE DRAWINGS

QUALIFICATNS: STUDENT OF ENGINEERING DESIGN & DRAFTING, CIVIL ENG. TECH, ARCHITECTURE OR SURVEY TECH.

LOCATION : RED DEER  
START DATE : 88/05/02 SALARY : \$7.00 - PER HOUR  
JOB TYPE : SUN WORK HRS: 8:15 - 4:30

APPLICATION : INTERESTED APPLICANTS ARE TO CONTACT BILL SHAW AT 343-3394 INSTRUCTIONS

COMPANY NAME: RED DEER REGIONAL PLANNING COMMISSION  
CONTACT NAME: BILL SHAW  
ADDRESS : 2830 BRENNER AVENUE  
RED DEER, ALBERTA T4R 1K9

CLOSING DATE: 88/05/02RDREG SH

COMPUTER PERSON

STANCH KW

STJOSE SH



Tip

by J. Michael Farr &amp; Dick Gaither

- On 3" x 5" light card stock.
- Pastel colors preferred: buff, ivory, light blue, gray...
- Typed or typeset (though even hand lettered ones work!)
- Simple borders or enlarged type for name can add eye appeal.
- Print or photocopy at least 50-100!



## PHOTOGRAPHER

Stasyk Photographers has a part-time position available for a Photographer to do reception, sales, progressing colour and black and white dark room as well as eventually doing studio work; part-time position with the possibility that it will turn into full-time.

START DATE - 88/05/06  
SALARY - \$900/month  
HOURS - 30 hours/week  
QUALIFICATIONS - Graduate or student of Photography.

Interested persons should telephone Wade Stasyk at 483-8823.

CLOSING DATE - 88/05/05

## PERSONNEL ASSISTANT (STEP)

Workers Compensation Board has two STEP positions available for Personnel Assistants to do word processing on IBM display writers; basic clerical duties; some reception work; filing; telephone inquiries; special projects.

START DATE - 88/05/02  
SALARY - \$5.50/hour  
HOURS - 8:00 - 4:00 p.m.  
QUALIFICATIONS - Student or graduate of Secretarial Arts.

Interested persons should phone Karen Whitham at 422-5661 for an appointment.

CLOSING DATE - 88/05/02

## FINANCIAL ASSISTANT (SEED)

Canadian Parks and Wilderness Society has a SEED position available for a Financial Assistant to assist executive treasurer in establishing an efficient financial management system to professionally run the finances of CPAWS office; bookkeeping; budgeting; administration.

START DATE - 88/05/02  
SALARY - \$5.00/hour  
HOURS - Mon - Fri (8:30 - 4:30)  
QUALIFICATIONS - Student of Business

Interested persons should call Colleen Larsen at 453-8658 for an appointment.

## HEALTH RECORDS CLERK (SEED)

The Good Samaritan Auxiliary Hospital has a summer position available for a Health Records Clerk to work with computerized patient records; filing; some typing.

START DATE - 88/05/02  
SALARY - \$7.00/hour  
HOURS - 7-1/2 hours/day

Interested persons should submit applications to Lorna Wohlgenut, Good Samaritan Auxiliary Hospital, 9649 - 71 Avenue, EDMONTON, Alberta T6E 5J2 (APPLICATION FORMS AVAILABLE AT THE PLACEMENT CENTRE, ROOM 111).

CLOSING DATE - 88/05/02

## WILDERNESS SHOP ASSISTANT (S.T.E.P.)

Canadian Parks and Wilderness Society has a STEP position available for a Wilderness Shop Assistant to assist shop manager in day-to-day operations in mail order store. Processing and handling of transactions of products that are sold. Develop 3 new product lines; staff and display at trade shows; involved in selling ad space in newspaper.

START DATE - 88/05/02  
SALARY - \$5.00/hour  
HOURS - 8:30 - 4:30 p.m.  
QUALIFICATIONS - Graduate of Business

Interested persons should mail resume to Colleen Larsen, Canadian Parks and Wilderness Society, 2nd floor, 11759 Groat Road, EDMONTON, Alberta T5M 3K6

CLOSING DATE - 88/05/02

## SECRETARY (S.T.E.P.)

Alberta Transportation has a STEP position available for a secretary to do basic office duties, computer work, xeroxing and filing.

START DATE - 88/05/02  
SALARY - \$5.50/hour  
HOURS - 8:00 - 4:30 p.m.  
QUALIFICATIONS - Student of Administrative Secretarial Arts. Must have own transportation.

Interested persons should call Verna at 469-0431 to arrange for an interview.

CLOSING DATE - 88/05/02

## GENERAL OFFICE CLERK (S.T.E.P.)

Forestry, Lands and Wildlife has a STEP position available for a General Office Clerk to provide general clerical/secretarial support to the LRIS group including typing, letters, maintenance of related records and files; general office reception including telephone reception as required; maintenance support for library, etc.

SALARY - \$5.50/hour  
START DATE - May 2, 1988  
HOURS - 7.25 hrs/day

Interested persons should call Rod Dushnicky at 422-1413.

COMPETITION WILL BE OPEN UNTIL A SUCCESSFUL CANDIDATE IS FOUND.

## PUBLIC EXHIBITS ASSISTANT (S.T.E.P.)

Musee Heritage Museum (St. Albert) has a STEP position available for a Public Exhibits Assistant to plan and arrange special touchable exhibits and assist museum staff with mounting display components and prepare presentations.

SALARY - \$5.50/hour  
START DATE - May 2, 1988

Interested persons should send cover letter and resume to: Curator, Musee Heritage Museum, 5 St. Anne Street, ST. ALBERT, Alberta T8N 3Z9.

CLOSING DATE - 88/04/29

## PROGRAM SUPPORT CLERK (S.T.E.P.)

Alberta Fish and Wildlife, Fisheries Branch has a STEP position available for a Program Support Clerk to prepare a variety of correspondence, reports, labels, etc using AES Word Processor. General office duties including photocopying, mail and filing.

START DATE - 88/05/02  
SALARY - \$5.50/hour  
QUALIFICATIONS - Student of Administrative Secretarial Arts; should have good telephone and reception skills.

Interested persons should send resume and transcript of marks to: Fish and Wildlife, Fisheries Branch, 2nd Floor Bramalea Building, 9920 - 108 Street, EDMONTON, Alberta T5K 2M4

CLOSING DATE - 88/04/29

## SURVEY TECHNICIAN (S.T.E.P.)

Alberta Fish and Wildlife, Fisheries Branch has a STEP position available for a Survey Technician to design and distribute and mail questionnaire; code and enter data; edit database and analyze results and prepare statistical report.

START DATE - 88/05/02  
SALARY - \$5.50/hour  
QUALIFICATIONS - should be familiar with IBM PC database; experience with survey design and implementation; basic statistic and analytical skills as well as report writing skills.

Interested persons should send resume and transcript of marks to: Fish and Wildlife, Fisheries Branch, 2nd Floor, Bramalea Building, 9920 - 108 Street, EDMONTON, Alberta T5K 2M4

CLOSING DATE - 88/04/29

## BIO-MEDICAL EQUIPMENT ASSISTANT (SEED)

The University of Alberta Hospital has a SEED position available for a Bio-Medical Assistant to provide technical services in connection with the maintenance repair and development of clinical equipment.

START DATE - May 2, 1988 or a little later  
SALARY - \$5.00/hour + 10% in lieu of benefits  
HOURS - 38.75 hours/week  
QUALIFICATIONS - a) full-time student in 87/88 academic session; b) prepared to resume full-time studies in fall preferably in field of bio-med; c) has completed diploma program in relevant technology e.g. electronics.

Interested persons are to submit resumes directly to Bus Boetzkes, Department of Bio-Med Technology, Room 0D-100, 8440-112 Street, EDMONTON, Alberta T6G 2B7

CLOSING DATE - 88/05/04

## FISHERIES TRANS. ANALYST

Alberta Fish and Wildlife, Fisheries Branch has a STEP position available for a Fisheries Trans. Analyst to design input and implement computer system for fishing licenses. Complete trend analysis for major lakes, enter and analyze commercial fisheries statistics.

START DATE - 88/05/02  
SALARY - \$5.50/hour  
QUALIFICATIONS - Experience in operation of IBM P.C., Database and Lotus, experience in report generation.

Interested persons should send resume and transcript of marks to: Alberta Fish and Wildlife, Fisheries Branch, 2nd Floor, Bramalea Building, 9920 - 108 Street, EDMONTON, Alberta T5K 2M4

CLOSING DATE - 88/04/29

## APPLICATIONS SPECIALIST - IBM P.C. (S.T.E.P.)

Alberta Culture and Multiculturalism has a STEP position available for an Applications Specialist - IBM P.C. to audit and update the Branch's key client database. Involves development and verification of in-depth profiles on key branch clients. As the information currently resides in dedicated DBase III+ and Lotus 123 systems, extensive experience with these programs and MSDOS operating systems is imperative.

Successful candidate will also require excellent skills in financial and economic analysis and maintain a typing speed of at least 50 w.p.m.

Interested persons should contact Mr. Bill Woodward, Director, Music and Dance Section at 427-6707.

CLOSING DATE - 88/05/02

## GALLERY GUIDE/EVENT COORDINATOR (S.T.E.P.)

Musee Heritage Museum has a STEP position available for a Gallery Guide/Event Coordinator to be responsible to guided tours, special events, museum security during open hours, working alone in the museum for a few hours a day, answering questions from the public, fulfilling requests from the public for historical and practical information.

SALARY - \$5.50/hour  
START DATE - May 2, 1988

Interested persons should send cover letter and resume to: Curator, Musee Heritage Museum, 5 St. Anne Street, ST. ALBERT, Alberta T8N 3Z9.

CLOSING DATE - 88/04/29

**MAKE SURE YOU CHECK THE BOARDS REGULARLY FOR  
NEW POSITIONS RECEIVED BETWEEN PUBLICATION DATES.**

**COST ANALYST**

Fiberglass Canada has a summer position available for a Cost Analyst to be involved in manufacturing, monitoring budgets, accounting analysis, preparation of various monthly reports. This position will be reporting to accounting supervisor.

START DATE - 88/05/15  
HOURS - 8:00 a.m. - 4:15 p.m.  
SALARY - Dependent on experience  
QUALIFICATIONS - First year student of Business Program.

Interested persons should submit a resume to: Fiberglass Canada, P.O. Box 595, EDMONTON, Alberta T5J 2L1.

CLOSING DATE - 88/05/02

**CO-OP STUDENT (S.T.E.P.)**

Alberta Public Works has a STEP position available for a Co-op Student to assist with construction administration duties on specific projects. The work would involve monitoring the contractor's progress, preparation of daily reports, assist with paper work, as-builts, and miscellaneous surveying. Travelling and extended periods away from Edmonton required.

SALARY - \$5.50/hour  
START DATE - May 3, 1988  
QUALIFICATIONS - Student or 1988 graduate of Civil Engineering, Mechanical Engineering, Building Construction, Architecture, Surveying or Engineering Design and Drafting.

Interested persons should submit a resume (quoting JOB I.D. number S88159) to the NAIT Placement Centre, Room 111.

CLOSING DATE - May 2, 1988

**HEAD COOK AND THREE KITCHEN STAFF**

Camp B'nai B'rith (Pine Lake) has a Head Cook position as well as three kitchen staff positions available for the summer. The Cook is to plan and organize meals for children ages 8 - 16; supervise quantity and quality of food preparation and kitchen. (room and board provided)

START DATE - 88/06/01  
SALARY - Dependent on experience  
HOURS - 40 hours/week  
QUALIFICATIONS - Student of Cooking; good communication and organizational skills.

Interested persons should phone Sue or Brandy for further information at 487-3885.

CLOSING DATE - 88/05/17

**DRAFTING PERSON**

Pauline's Crafts and Designs (STONY PLAIN) has a summer position available for a Drafting Person to do architectural designs/houses and camps.

START DATE - 88/05/16  
SALARY - \$6.00/hour  
HOURS - various  
QUALIFICATIONS - Student of Architecture or Engineering, Design and Drafting.

Interested persons should call Pauline for an appointment at 963-2099.

CLOSING DATE - 88/05/09

# ANNUAL REPORTS FILE



The Annual Reports collection consists of the annual reports and financial statements of the top 500 Canadian companies, the top 100 American companies, and the top 100 Alberta companies. Authoritative lists published annually in leading business periodicals and directories form the basis for this collection.

Annual Reports provide such useful information as company activities over the past year, financial statements and type of business activities. This information is particularly valuable to investors, business students, and individuals involved in a job search.

The Annual Reports collection is housed in white filing cabinets located directly in front of the main collection. The material is held in legal files. The files are arranged alphabetically by company name in drawers identified by red labels.

Access to this collection is provided by a Rolodex which alphabetically lists company names and years of reports held by the Library.

NEED HELP? COME TO THE  
INFORMATION DESK



LEARNING RESOURCES CENTER

# Some BIG Reasons for Thinking Small

Persons entering the job market tend to focus upon the obvious employers first: Big Business & Industry. These institutions are most prominent by virtue of size and general familiarity. (Of course! . . . they spend billions of dollars annually on advertising that maintains this high level of visibility.) Often, job seekers fail to look beyond these obvious employers to see the vast potential in smaller businesses.

## Here are just a few big reasons for thinking small:

•Two-thirds of all new jobs are in small businesses.  
 "...66% of the net new jobs that were generated in this country [since 1970], were generated in firms of 20 or fewer employees. I've also looked at data on the so-called Fortune 500 companies. . . it's in the ballpark of 15 million people who work for the 500 largest manufacturing corporations. But that figure has not changed significantly in years. Net new jobs — actual growth in the number of jobs — did not occur in those major corporations. They did occur in very, very large numbers in the smaller corporations."

—Dr. Robert Wegmann  
 (at 1981 JIST Conference,  
 Indianapolis, IN)

•The job seeker can more easily establish direct contact with the employer who manages a small business.

Direct contact with the employer is the single most effective way to seek and obtain work. Studies show that two-thirds of all job seekers use this method.

Without knowing whether or not there is an available position, these job seekers simply contact employers. More than half of these job seekers succeed in getting jobs by this method.

Typically, small businesses have no personnel office screening, and a minimum of other "gate keepers," if any. This makes it easier for you to get to the person who will do the hiring — a primary goal for every job seeker!

•Less competition

Other applicants are concentrating on the obvious employers and "visible" openings. You will be investigating an area of the market where openings tend to be "hidden" — not listed in want-ads or with employment and placement agencies. 85% of all available jobs are hidden!

## A Course For Action

1. Make a list of potential employers, using the following resources:

•Yellow & White Pages of the Telephone Directory  
 •Public Library (for telephone directories, newspapers, business directories, professional & trade journals & many other materials)

•Associations and Local Organizations of people who work in fields in which you are seeking a job.

•Friends, Relatives & Acquaintances who may know people or businesses who use your skills.

2. After prospective employers have been identified, establish direct contact by phone, introduce yourself, present your qualifications and ask for an interview.

3. Don't be surprised when you get a job offer. . . . It's your BIG reward for thinking "small!"

Copyright, 19XX, JIST Works, Inc., Indianapolis, IN, USA, 46202, used with permission.

### CO-OP STUDENT (S.T.E.P.)

Alberta Public Works has a STEP position available for a Co-op Student to work as a member of a survey crew on a variety of projects throughout central and northern Alberta. Out-of-city travel will be required. On-the-job training will be provided.

SALARY - \$5.50/hour

START DATE - May 3, 1988

QUALIFICATIONS - Student or 1988 graduate of Architecture, Building Construction, Engineering Design and Drafting, Civil Engineering, Mechanical Engineering or Surveying.

Interested persons should submit a resume (quoting JOB I.D. number S88161) to the NAIT Placement Centre, Room 111.

CLOSING DATE - May 2, 1988

### CO-OP STUDENT (S.T.E.P.)

Alberta Public Works has a STEP position available for a Co-op Student to assist with the investigation, assessment and preparation of reports of water and sewage facilities at various government sites throughout the province. The purpose is to determine how well some facilities are working and provide reports on their findings. Some field trips are required.

SALARY - \$5.50/hour

START DATE - May 3, 1988

QUALIFICATIONS - Student or 1988 graduate of Civil Engineering Technology.

Interested persons should submit a resume (quoting JOB I.D. number S88158) to the NAIT Placement Centre, Room 111.

CLOSING DATE - May 2, 1988

### CO-OP STUDENT (S.T.E.P.)

Alberta Public Works has a STEP position available for a Co-op Student to provide drafting work associated with the preparation of municipal engineering contract plans. Some design work will be required; some supportive work such as blueprinting and obtaining legal plans, etc.

SALARY - \$5.50/hour

START DATE - May 3, 1988

QUALIFICATIONS - Student or 1988 graduate of Architecture, Engineering Design and Drafting, Surveying or Civil Engineering Technologies.

Interested persons should submit a resume (quoting JOB I.D. number S88160) to the NAIT Placement Centre, Room 111.

CLOSING DATE - May 2, 1988

### GROUP LEADERS AND ASSISTANT GROUP LEADERS

Mount Robson Adventure Holidays Ltd. (Valemount, British Columbia) has summer positions available for Group Leaders and Assistant Group Leaders to lead or assist on guided backpacking, dayhiking and canoeing trips. Other duties include assisting with base camp duties such as equipment maintenance, cabin cleaning and kitchen duties.

SALARY - varies depending on experience and qualifications

START DATE - mid-June, 1988 and ending in September, 1988.

Interested persons please send resume to: Mt. Robson Adventure Holidays Ltd., Box 146, VALEMOUNT, British Columbia V0E 2Z0.

CLOSING DATE - 88/05/13

### PHYSIO-THERAPY AIDE/RECEPTIONIST

Riverbend Physical Therapy has a summer position available for a Physio-Therapy Aide/Receptionist to do Alberta Health Care billing, medical dicta-typing; assist physio therapist with patient treatment; light cleaning duties.

START DATE - 88/05/10 (preferably)

SALARY - \$6.00/hour

HOURS - varied - 7 hours/day

QUALIFICATIONS - student of Medical Transcription; must have own transportation.

Interested persons should contact June Norris between 9 - 12 or 3 - 7 to arrange an interview at 434-2536.

CLOSING DATE - 88/05/09

### CAMP COOK

The Boysdale Camp has a summer position available for a Camp Cook to prepare 3 meals daily plus evening snack; supervise Assistant Cook with related duties; order and maintain food stock; camp food budget; supervise kitchen-children-staff, clean-up of dining hall 3 times daily, over a period of eight weeks, for approximately 56 youths and 19 adults.

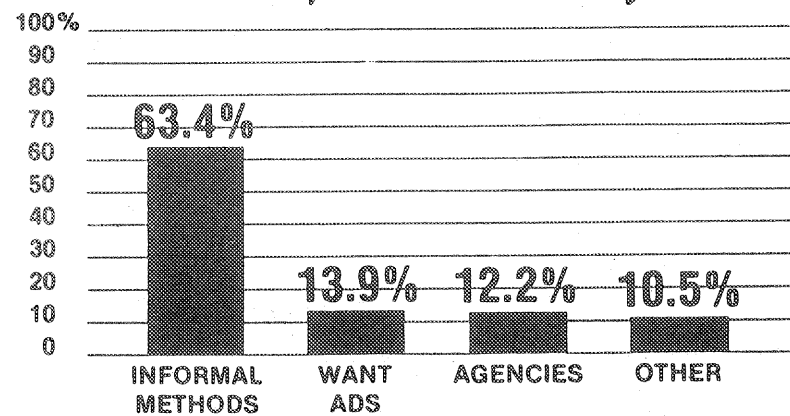
SALARY - \$310.00 - \$340.00/week

START DATE - June 26 - August 19, 1988

Interested persons should submit a resume to: Shirley Sandul, Camp Director, 9425 - 109A Avenue, EDMONTON, Alberta T5H 1G1. (Phone #: 429-2808)

CLOSING DATE - 88/05/02

# How People Find Jobs



DATA FROM U.S. DEPT. OF LABOR BULLETIN NO. 1865, 1975.

The U.S. Government conducted a comprehensive survey in 1973 to determine how Americans find jobs. They surveyed all categories of wage and salary workers (except farm workers) — from professionals and administrators to construction workers and mechanics. The sample consisted of 10.4 million men and women who had found new jobs. The chart shows the methods by which they obtained their jobs.

The obvious winning category here is the group of job seekers who exercised their *own* initiative in building on personal contacts and making themselves known to potential employers.

To have the most effective job search you must, of course use several different methods. But in order to use your time wisely, you should spend more time with those methods that have worked well for other job seekers.

Just how much time *should* you spend on your job search? This same government survey found that 65% of all job seekers spent only 5 hours a week looking for work (and the average length of unemployment was 12 weeks!). If you spend more time, you can expect to find a job sooner. Ideally, you should spend as many hours looking for a job as you would spend working at it once you find it. For example, if you plan to work forty hours a week, try to spend forty hours a week on your job search.

In order to decide how much time you would spend each week using each job-seeking method, keep in mind how effective the methods are. Use our sample worksheet below to model your own weekly job search plan.

## Sample Job Search Planning Worksheet

Technique	Predicted % Success	Total Hours/Week You Have Available	Hours/Week To Use This Technique (rounded)
Informal	63%	33	21
Want Ads	14%	33	5
Agencies	12%	33	4
Other	10%	33	3

Copyright, 19XX, JIST Works, Inc, Indianapolis, IN, USA, 46202, used with permission.

### INSURANCE CLERK

The Alberta Motor Association has a summer position available for an Insurance Clerk to do data entry of insurance policies; reconcile daily transactions; data entry to mainframe (HP); dealing with telephone enquiries.

START DATE - 88/05/02  
SALARY - \$6.50/hour  
HOURS - 9:00 - 5:00 (Mon. - Fri.)

Interested persons should drop off a resume to the attention of:  
Helen Vallee, 11230 - 110 Street, EDMONTON, Alberta T5L 4J5.

CLOSING DATE - 88/05/05

### BABYSITTING

Mr. Bruce McPhearson is seeking an individual to care for 2 preschool children for the summer. Experience in child care and personal references required.

START DATE - May - August  
SALARY - \$6.00/hour  
HOURS - 25 hr. week (12 - 5)

Interested persons should phone Mr. Bruce McPhearson at 455-4181.

CLOSING DATE - Until suitable candidate is found.

### RETAIL SALES

The Sparkle Tree (jewelry store in Capilano Mall) has full-time and part-time positions available for Retail Sales, including stock control. Position has marketing possibilities.

START DATE - AS SOON AS POSSIBLE  
SALARY - \$4.00/hour  
HOURS - varied

Interested persons should phone Mr. Howard Harlton at 469-8905 for an interview (BRING RESUME TO INTERVIEW)

CLOSING DATE - 88/05/17

### AUTOBODY PERSON

Expert Car Care has a summer position available for an Autobody Person to wash rack; possibility of undercoating and rust-proof; power polish.

START DATE - 88/05/02  
SALARY - \$6.10/hour  
HOURS - 8:00 - 4:30 p.m.

Interested persons should apply in person to Bill Wainberger, Expert Car Care, 9134 Yellowhead Trail, EDMONTON, Alberta

CLOSING DATE - 88/05/02

### RESTAURANT TELEPHONE ORDERS

The Lydo has a part-time and full-time summer position available for someone to answer phones and take phone orders.

START DATE - 88/05/02  
HOURS - Part-time position: - 4:00 - 8:00 p.m. (1 late night till 2:00 a.m.)  
Full-time summer: - 8:00 - 2:00 a.m.  
SALARY - \$3.80 - \$4.00/hour (depending on experience)

Interested persons should come in person to the Lydo Restaurant, 9203 - 111 Avenue, EDMONTON, Alberta.

CLOSING DATE - 88/05/02