

THE LIBERAL classifieds 884-1105 - 1106

A-1 Employment Agency

If you are • a dicta typist
• a bookkeeper
• an outstanding typist-receptionist

**PLEASE CALL US
884-6944**

The Village Shop

UPPER CANADA MALL
NEWMARKET
HILLCREST MALL
RICHMOND HILL
FULL & PART TIME

**Sales Personnel
And Sales Supervisors
For Ladies' Wear Store**

364-1052 895-1123



\$100 Woodbine/Steeles. Recent Graduate? Earn while you learn and enjoy a variety of typing and figures.
\$105 Woodbine/Steeles. Choose your working hours as the telex operator of this progressive firm.
\$100 Lawrence/Caledonia. Training provided in this variety packed position for a recent Business & Commerce graduate.
\$150 + Yorkdale. Responsibility and independence are yours in this small congenial office working as the Sr. Bookkeeper.
\$120 Finch/Dufferin. Show off your initiative and typing working in research for a Service Organization.
\$ 95 Jane/Finch. Work in the Accounting Dept. and be trained on a View-Comm machine — good potential.

"No appointment necessary"
1315 Finch Ave. W. at Keele, Suite 206 630-0064
5 Fairview Mall Dr., Suite 260 493-6880
3089 Bathurst St. at Lawrence, Suite 207 787-0397



Ontario
MINISTRY OF REVENUE
CLERICAL-STENOGRAPHER 2

(Male or Female)
York Regional Assessment Office Newmarket
\$116.63 Week - \$136.80 Week

The Ministry of Revenue, Assessment Division announces an opening in the York Regional Assessment Office for a Clerical-Stenographer 2.

The successful applicant will supply clerical and stenographic services to four members of the management team. Responsibilities include dictation, typing, handling all correspondence, making out reports and maintaining filing systems.

Qualifications:
Preferably successful completion of a four year secondary school course of study, plus two years' clerical experience; ability to communicate orally and in writing, excellent typing and shorthand, good organization skills.

Interested persons possessing the necessary qualifications are invited to write Mr. Ian W. McClung, Regional Assessment Commissioner, York Regional Assessment Office, 640 Oak Street, Newmarket, Ontario, enclosing a complete resume of qualifications and work experience.

This competition closes June 24, 1974.

Sears

Coming Soon to
RICHMOND HILL
We Still Require

Full-Time and Part-Time
Personnel in the following areas

- FULL-TIME**
- Department Managers and Management Trainees
 - Commission Salesmen (furniture, carpets)
 - Tailors and Seamstresses
 - Chef and Cafeteria Staff
 - Automotive Parts Installers
 - Day and Night Cleaners
- PART-TIME**
- Sales Help in the cafeteria
 - Telephone Sales and Switchboard
 - Sales Personnel

APPLY IN PERSON TO
SEARS TEMPORARY PERSONNEL
OFFICE

10077 YONGE ST.
RICHMOND HILL
(Just south of the Odeon Theatre)
OFFICE HOURS MON. - FRI. 8:30 - 5:30
PHONE 884-7704

SOCIAL WORKER

expanding residential treatment centre for emotionally disturbed children requires a M.S.W. to work with families.

Send resume to:
Glen Walterhouse,
Blue Hills Academy,
R.R. 2,
Aurora, Ontario

HELP WANTED

(Continued)

FULLTIME help required, female/male. Apply in person only. H. J. Mills Ltd., 123 Dufferin Lane. c1w51

CLEANING lady, one day every 2 weeks, for home in Cachet Club, subdivision. Call 887-5758 9 to 4 weekdays. c2w51

MALE/female typist. Reasonable speed and accuracy. Chance for advancement. Full time. Write to Box 57 "The Liberal". c1w51

HELP WANTED

(Continued)

TOOL and Die Maker, fully experienced on press tooling, jigs and fixtures, for progressive manufacturing company in Aurora. Rate \$5.30 per hour plus cost of living factor and excellent fringe benefits. Apply: Excel Metalcraft Limited, 95 Cousins Drive, Aurora. 727-9431. c1w51

HELP WANTED

(Continued)

EXPEDITER
Decorative plastics laminating firm requires expeditor for order completion of finished goods from stock and production. New plant, Keele Street and Hwy. 7. Starting salary \$420 per month with \$50.00 increase October 1st, 1974. Please call 661-2351 Ext. 42. c1w51

HELP WANTED

(Continued)

YORK County Board of Education requires for July 2, 1974 an Audio Visual Technician in the Resource Centre, presently at Maple. Experience in Electronics is essential. Apply by June 21st to Mr. M. Blowers Audio Visual Centre 9600 Keele Street, Maple, Ontario 899-7255. c1w51

HELP WANTED

(Continued)

STUDENT to work 7 a.m. to 3 p.m. until August 15 and 2 evenings 4-9 and Saturdays after August 15 in drycleaning store. Apply in person to Mr. Jack Barth, Barth's Cleaners, Yonge and Levedale, Richmond Hill. c1w51

PARTTIME Driver for drycleaning plant, 9 a.m. to 4 p.m. and 2 hours in evenings, Monday to Friday during July. 2 hours evenings and all day Saturday beginning August 1 doing Janitorial work and driving. Ideal for student. Apply in person to Mr. Jack Barth, Barth's Cleaners, Yonge and Levedale, Richmond Hill. c1w51

ELECTRONICS
Outside service trainee technician required for telephone communications company. Must know basic electronics. Thornhill. 889-7146. c1w51

HOUSEKEEPER WANTED
To make up bedrooms and assist with laundry equipment, 8 a.m. to 4 p.m. Call Mr. Parker, 881-2121, Parkway Hotel. c1w51

DOLAN
HI-GRADE MENS' & WOMENS' SHOE STORE
OPENING IN
HILLCREST MALL,
RICHMOND HILL
Requires
MANAGER
FULL & PART-TIME
SALES HELP
Excellent opportunity for advancement in young aggressive company.
For interview call
457-2149 c3w51

LABORER CARPENTER
WANTED
For construction of Hotel addition. Call Mr. McLean, 881-2121, Parkway Hotel. c1w51

ROOM MAID/MAN
To make up bedrooms at Parkway Hotel, 8 a.m. to 4 p.m. Call Mrs. Wilson or Mr. McLean, 881-2121. c1w51

DRIVERS wanted, full and part time, Thornhill Taxi. 881-1717. c1w51

RELIABLE worker needed for Buttonville Feed Mill. Must have chauffeur's license. 297-1931. c1w51

RESPONSIBLE student to day-care 1 year old boy, in my home - South Taylor Mills and Nea Drive, July 15 through to the end of August, 8 a.m. to 5 p.m. Salary open. 884-5019 after 5. c1w51

TYPIST experienced for land development office in Thornhill, shorthand an asset, driver's license required. 889-7784. c1w51

GIRL/Boy Friday, knowledge of shorthand, bookkeeping to P and L and typing essential. Telephone and clerical experience an asset. Apply in person, 1 to 4 p.m. Mr. Mover, 382, Hwy. 7 E., Thornhill. c1w51

OFFICE clerk, mature, good math, no typing, some sales experience necessary. Apply Singer Company of Canada, Northtown Plaza, Willowdale. c1w51

BABY-sitters (2), immediately, one for days and one after 5. 773-4056 after 5. c1w51

ORDER TYPIST
We have a vacancy in our Inside Sales Department for a fast accurate typist. Pleasant working conditions in new plant located Keele Street and Hwy. 7. Some experience helpful. Starting salary \$420 per month, with \$50 increase October 1st 1974. Please call 661-2351, Ext. 42. c1w51

A & W
REQUIRES IMMEDIATELY
HOSTESSES
SHORT ORDER COOKS
APPLY
10594 YONGE STREET
OR PHONE
884-8911 c1w51

WE are looking for a sales representative for the West Toronto area. We will train someone with a secretarial and/or sales background to represent our company and service our clients. Car a must.
DRAKE PERSONNEL
Call Miss Nitsch - 630-0064 c1w51

BABY sitter wanted. Girl 16 or over in Richmond Hill for week of July 15 to 19 and 29 to 31. Permanent job available beginning September after school 3:45 p.m. to 5:30 p.m.; also some evenings. Call evenings 889-5682. tcf51

SECRETARY
Buttonville Airport. Short-hand required. Own transportation. Mr. Shames. 297-3735. c3w51

TAXI Drivers, nights or weekends, experience preferred but not essential. 884-9191. c1w51

NEED MONEY?
WE NEED YOU
Fulltime and temporary positions for —
TYPISTS
PAYROLL CLERKS
FRIDAY PERSON
INVENTORY CONTROL CLERK
SECRETARY to CONTROLLER
BOOKKEEPERS
COSTING CLERKS
CLERICAL CLERKS
Richmond Hill and Concord area.
HI-CORPS PERSONNEL
884-6970 — 884-6782 c1w51

COOK-KITCHEN MGR.
We require people to work in public dining room - kitchen on a full time or part time basis. Limited menu and no evening work required. Excellent, modern kitchen facilities available. Some experience desirable, but not essential. Apply by phone to:
Mrs. Erdis
The McMichael Canadian Collection
Kleinburg, Ont.
416-889-1101

HELP WANTED

(Continued)

EXPERIENCED sewing machine operators to work on dresses. Home workers welcome. 884-0159 or after 6, 773-5671. c2w51

PART TIME
Receptionist for real estate office. Typing and pleasant phone voice essential. Some experience necessary. Evenings and Saturdays, 28 hour week. Call 884-9167 - Bruce L. Pridham, Realtor. c1w51

GREENHOUSE REQUIRES
STAFF, MALE OR FEMALE.
EXPERIENCE PREFERRED.
STEADY JOB.
CALL MR. AGNEW,
1 TO 5 P.M., 669-1636. c1w51

DISHWASHER
Experience not necessary, 6-day week, good pay and working conditions. Apply chef — Black Hawk, Motor Inn, 884-8728. c1w51

SECURITY officers wanted—full-time positions for mature individuals. Apply Brown Security, 223 Church Street, Toronto. c2w51

WELDER-Fitter experienced. Steady employment, all benefits paid. Apply 147 Centre Street East, Richmond Hill. c1w51

STEADY seasonal worker, pick and shovel work, must be able to drive truck, experience in installing underground lawn sprinklers, must be over 25. \$4.50 per hour. 889-0738. c1w51

RECEPTIONIST - TYPIST
For large import car dealership in Willowdale area. Duties to include typing correspondence, telephone reception and record keeping. Accurate typing essential. Hours 9 to 5:30, Monday to Friday. Salary negotiable. Call Miss Rose, 389-6261. YONGE STEELES MOTORS LIMITED
7079 YONGE STREET c1w51

LABORER WANTED
For construction addition to Hotel. Call Mr. McLean 881-2121
PARKWAY HOTEL c1w51

G.M. dealership requires licensed clerk, preferable with dealership experience, but will train exceptional person with better than average typing skills. Please contact Mrs. Clarke for interview. 889-5435. c2w51

BOOKKEEPER, experienced in accounts payable, receivable, payroll, bank reconciliation. Required immediately for construction company, Keele and Hwy. No. 7 area of Concord. Own transportation required. 221-0145. c1w51

ACCOUNTS RECEIVABLE
Clerk for machine posting, typing, credit and collections. Very permanent position. Manufacturing company Dufferin and Finch north location. Call Mr. Stecky. 661-3753. c1w51

CLEANING lady wanted Pemberton Road area. Call evenings, 884-4245. c1w51

FULL-TIME R.N.'s required, 3 to 11 shift and night shift. 884-9248. c1w51

PART-TIME R.N.'s required. Country Place Nursing Home, 884-9248. c1w51

SECRETARY
Buttonville Airport. Short-hand required. Own transportation. Mr. Shames. 297-3735. c3w51

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WE NEED YOU
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FRIDAY PERSON
INVENTORY CONTROL CLERK
SECRETARY to CONTROLLER
BOOKKEEPERS
COSTING CLERKS
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Richmond Hill and Concord area.
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Mrs. Erdis
The McMichael Canadian Collection
Kleinburg, Ont.
416-889-1101

HOUSEKEEPER WANTED

to make up bedrooms and assist with laundry equipment.

Call Mrs. Wilson or Mr. Parker
881-2121

PARKWAY HOTEL
Hwy. 7 & Leslie St.

RECEPTIONIST-TYPIST

Required by professional firm in Richmond Hill. Duties include all typing, filing and operation of copying machines. Experience in typing financial statements would be an asset.

For interview call:
Joscelyn, Laughlin, Harper,
Tory and Associates,
Chartered Accountants,
884-4474.

TELETYPE OPERATOR

Teletype operator for dispatch office, must be experienced and be able to begin work at 7 am. Phone

RICHVALE BLOCK & READY-MIX LTD.
9137 YONGE STREET, THORNHILL
223-2730

The Town of Vaughan

has an opening in the Engineering Department for a

CLERK/STENOGRAPHER

Starting salary \$264.62 bi-weekly. Effective February 1, 1975 - \$282.27 bi-weekly and \$294.03 bi-weekly after one year service.

Interested persons should apply in person or writing, giving details of education and experience to:

Personnel Department
Town of Vaughan
2141 Major Mackenzie Drive
Maple, Ontario

Pilkington Bros. Canada Ltd.

has a position available for

PROJECT CO-ORDINATOR

Duties of this position will include: interpreting drawings and specifications, planning, scheduling, liason and administration.

Preference given to persons with architectural metal experience. Excellent salary and fringe benefits.

For interview please call

MR. D. B. SHEPPARD, 669-1930

DOMINION

Our expansion programme and increased sales volume has created a number of openings in our Meat Departments.

We require experienced MEAT CUTTERS and offer:

- Starting salary of up to \$205.00 per week depending on past experience and performance
- 40 hour work week
- Company paid OHIP
- Company paid Dental Plan
- Company paid Drug Plan
- Christmas Bonus

Are you tired of your present salary and position with limited future? Then advance with an aggressive organization by applying in person to:

The Store Manager
of your local Dominion Store

or
Dominion Careers Employment Centre
44 Bloor Street West



STUDENTS! Looking For A Summer Job?

The Canada Manpower Centre for Students in your area has a variety of jobs open to you; they are located in the Richmond Hill, Buttonville, Concord and Maple Areas.

Pay us a visit, Monday to Friday, 8:30 a.m. to 4:30 p.m. at
CANADA MANPOWER CENTRE FOR STUDENTS
10,146 YONGE STREET,
RICHMOND HILL, ONT.
TELEPHONE 884-9239.

walkers WALKER STORES

requires

FULL-TIME — PART-TIME OFFICE STAFF

AND

MARKING ROOM STAFF

FOR OUR NEW STORE IN HILLCREST MALL

- EXCELLENT COMPANY BENEFITS
 - GENEROUS DISCOUNT ON ALL MERCHANDISE
- PLEASE APPLY TO

Mr. Brian Schmidt, Black Hawk Motor Inn, 10711 Yonge St. N.,
Richmond Hill

JUNE 20 AND 21, 9 AM TO 12 AM - 1 PM TO 4 PM

Kmart

IS COMING AND NEEDS STAFF NOW

K mart Department Stores, a division of the S. S. Kresge Co. Ltd., will be opening a new store in this area. In accordance with K mart's policy to employ local residents for the many vacancies which are available, K mart invites applications for the positions listed below.

POSITIONS ARE AVAILABLE IN THE FOLLOWING CATEGORIES

EXPERIENCE ESSENTIAL

DEPARTMENT MANAGERS

- CAMERA MANAGER
- HARDWARE MANAGER
- SPORTING GOODS MANAGER
- SECURITY MANAGER
- FURNITURE MANAGER
- CAFETERIA MANAGER

THESE POSITIONS ARE PERMANENT AND WILL BECOME AVAILABLE WITHIN THE NEAR FUTURE

WRITE OUTLINING PREVIOUS EXPERIENCE AND WORK HISTORY TO: MR. G. R. CLARKE, K-MART STORE, PERSONNEL DEPARTMENT, BAYVIEW VILLAGE SHOPPING CENTRE, 530