# Receptionist Clerk/Typist

Junior position with Richmond Hill manufacturer

889-6211 Ext. 34

Waitresses/Waiters Experienced Full & Part Time Also Kitchen Help

10300 Yonge St., Richmond Hill

In store Bakery Good working conditions Apply in person Allencourt I.G.A.

corner Bayview-Markham Rd., Richmond Hill

Maple Nursing Home requires R.N. or R.N.A. Part Time 3 nights per week Please call

832-1368

DICTAS • STENOS

UTILIZE YOUR SKILLS — EARN EXTRA MONEY

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FAIRVIEW . . . 491-2880 CEDARBRAE . 431-1420 DOWNSVIEW . 781-6135





YORK REGION ROMAN CATHOLIC SEPARATE SCHOOL BOARD SENIOR PAYROLL CLERK

Required in the Administration Office to take over the responsibility for a computerized payroll of 600 employees. The successful applicant will be a person with some accounting experience and at least 2 years of work experience with computerized payroll systems who is looking for an opportunity to work in an expanding organization, use his/her initiative and accept additioinal responsibilities as the needs arise. Experience in school board payroll procedures would be an asset. Salary would be commensurate with experience and

PETER N.F. SMITH COMPTROLLER OF FINANCE 21 DUNLOP STREET RICHMOND HILL, ONTARIO 884-0778 773-4326

AN OPPORTUNITY FOR PLANNED CAREER GROWTH IN CONSUMER FINANCE

This position offers the right person an opportunity for planned advancement within a nation-wide consumer finance organization.

You will start in the customer service field - the "grass roots" of consumer financing. As you develop management opportunities will be opened to you with commensurate increases in earnings.

Applicants should have some college training or a High School diploma and business experience. A good driving record is essential. We offer a good starting salary, plus liberal employee benefits.

Write or telephone for an appointment MR. BARRY KOSHIL CANADIAN ACCEPTANCE CORPORATION LIMITED 10164 Yonge St., Richmond Hill - 884-4458

Career Sales

\$15,000 PLUS

Outstanding opportunity for ambitious men and women in the North Toronto area. For a permanent career with a nationally known company in the financial field. Extensive training, excellent group benefits. Individuals must be mature, ambitious, and career minded

For Confidential Interview

Call

491-0868

Mon. - Thurs. 10 a.m. - 5 p.m.

Receptionist - Typist For small office. Bookkeeping experience helpful. Own transportation required.

Contact: H. Service, 669-2490

# Towmotor Mechanic

We are currently seeking a mature, dependable individual to perform repairs and maintenance on our forklift and delivery vehicles.

Experience a necessity and salary negotiable. Must possess Class "A" mechanic's license.

Apply Personnel Office

RONALDS FEDERATED GRAPHICS,

10481 Yonge St.,

Richmond Hill

OFFICE ASSISTANCE 10084 YONGE ST., RICHMOND HILL

884-6782 884-6970 Adjuster Position

Local finance company requires adjuster. No experience required. Job duties require outside and office work.

Associates Financial Service Aurora Shopping Centre Ltd Aurora, Ont.

## **""EBANNER**

REQUIRES CARRIER SALES PEOPLE

AGE 10 and Over FOR NEW AND ESTABLISHED ROUTES

IN ALL AREAS EARN TOP DELIVERY COMMISSIONS

DON'T BE LEFT OUT!!

Call Today
CIRCULATION DEPARTMENT

727-4221

SERVICE ADVISOR GM DEALERSHIP Apply Service Manager

884-0991

# Service Centre

Requires Experienced Parttime Help For information contact:

Mr. Breward, 884-3502

THE CANADIAN CANCER SOCIETY NEEDS 217 VOLUNTEERS

Male, Age 50 to 88, for control research study. Requirements - 10 to 20 minutes time to be interviewed re past health and occupation etc., in your home or office.

> WILL YOU HELP? CALL MARY FOLLOWS 884-3490

### The Liberal

REQUIRES CARRIER SALES PEOPLE

AGE 10 and Over FOR NEW AND ESTABLISHED ROUTES

IN ALL AREAS EARN TOP DELIVERY COMMISSIONS

DON'T BE LEFT OUT!!

Call Today CIRCULATION DEPARTMENT 884-0981 881-3373

# EXECUTIVE DIRECTOR

Richmond Hill and Thornhill Area Family Services

DUTIES:

Responsible to the Board of Directors for the operation and administration of a community service agency which provides counselling and family life education programs in the community.

**OUALIFICATIONS:** 

Preference will be given to applicants with a related professional designation and administrative experience who are good communicators.

Apply in writing providing personal details including salary requirements and availability to: Chairman, Personnel Committee, Richmond Hill and Thornhill Area Family Services, Box 224, Richmond Hill, Ontario, L4C 4Y2.

### Part Time

Attractive lady required by large building developer in new home sales, in Aurora, to act as hostess and some typing duties. Required immediately. FOR INTERVIEW PHONE:

Mr. Leonard

883-1919 Evenings after 8:00 p.m. 889-9751

FOR PRIVATE GOLF AND COUNTRY CLUB CHEF

WAITRESSES/WAITERS BARTENDERS DISHWASHERS LOCKER ROOM STEWARTS

> MUST HAVE OWN TRANSPORTATION PHONE 887-5801 BETWEEN 11:00 AND 3:00 P.M.

TRUST COMPANY REQUIRES EXPERIENCED PART TIME TELLER Mrs. Evans 884-1107

General Office Help

Established general insurance agency requires person with typing ability. Insurance experience essential.

> Mrs. Warner 661-5008

ALLISON AGENCY SECRETARIAL -BOOKAREDEN - KEYPUNCH - CLERICAL

EXPERIENCED OFFICE PERSONNEL FOR PEMPORARY OR PERMANENT PLACEMENT REGISTER TODAY

727-1307

### Waiter/Waitress

Friday and Saturday 8 p.m. to 1.30 a.m. Must be over 18 years

727-9561

## Typist-Receptionist

REQUIRED

Full time (9 to 5 daily) CONTACT

JACK RENZ 727-1328 STERLING TRUST CORP.

**AURORA** 

Experience not necessary We now have full time and part time openings for:

Doorman/woman Cook Waitresses/waiters Porters

Dishmachine Operators APPLY IN PERSON

STEAK N' BURGER TAVERN

Hillcrest Mall 9350 Yonge St., Richmond Hill OR CALL

# Management Irainee

884-9880

For Retail Outlet Good starting salary and benefits. Career minded person, must be neat in

appearance and have grade 12. APPLY IN PERSON AT: CONSUMER'S DISTRIBUTING

9741 Yonge St., Richmond Hill

Industries Products of Canada Inc. Require as soon as possible a

## MAINTENENCE MECHANIC

Please Contact MR. W. McGREGOR Between 8.30 & 4.30 727-1365

## General Accountant

The Central Administration Office of 4 weekly newspapers, located in Aurora, requires an accountant. The successful applicant will be fully experienced in all phasis of general accounting and be capable of reconciling accounts in detail. Knowledge of computer input and output is also an asset. For interview please phone Mrs. Sheila Oddy at the:

> AURORA BANNER 727-4221 TORONTO LINE 889-0771

# Accounts Receivable Clerk / Secretary

Some bookkeeping and collection experience. Accurate typist.

> Good salary Steeles - Woodbine area

> > 495-0931



Parttime, Day or Evening Customer Service - Food Preparation

Part time, permanent jobs available on 3 hour shifts, such as 10:30 - 1:30, 11 a.m. - 2 p.m. We provide paid, supervised training, free employee food and regular performance and wage reviews. All statutory and school holi-

STUDENTS

Part time, evening and weekend jobs through the school season are available. In addition to the above benefits, we offer flexible working hours that can be adjusted to suit your school or sports schedule, exams or vacations. Full time work may be available during school

Maintenance Persons McDonald's Restaurant requires full time maintenance staff for the

location at 10593 Yonge St., Richmond Hill, The job duties include: taking apart, washing and setting up restaurant equipment, and cleaning windows, walls, floors and furniture. Preference will be given to candidates who are mature, responsible, self-motivated and cleanliness oriented. Previous experience is not necessary. Hours will be from 11 p.m. - 7 a.m.

Salary range \$650.00 - \$800.00 per month We offer a wide range of company benefits, including a medical and dental plan, comprehensive insurance policy and regular performance and wage reviews.

We offer a wide range of company benefits, including a medical and dental plan, comprehensive insurance policy and regular performance and wage reviews.

Receptionist

Assistant

Part time

3 to 4 evenings a week in Dental

Office. Please call between 10 and

COMPANY requires ambitious

persons with a car. Choose your own

hours. Work part or full time. Must

be neat in appearance. Can earn \$6

or more an hour. Telephone 895-

Want More Income?

An unusual opportunity for couples

or individuals to earn extra income

building a profitable business of your

own in your spare time. Phone

CEMENT finisher for pre-cast

concrete plant production. Steady

work for experienced man. Call 884-

Teller

Exprienced, part time for Richmond

884-8110

Experienced

Bookkeeper Typist,

Part time, 3 days a week, \$5

881-1101

Hill branch. Hours 9 to 6, Friday.

888-1250 for interview.

11 a.m. 883-1334.

INTERESTED? For more information, apply in person between 9 - 11 a.m. or 2 - 4.30 p.m. Thursday or Friday, McDonald's Restaurant, 10593 Yonge St., Richmond

Couple wanted For expanding family business, part-

time only. Call for interview. 895-9838

Full or Part time Mature Experienced

Diningroom Help

Capable of doing light breakfast in the nursing home. Hours 7 to 3 p.m. 884-9248

Mister Donut Requires Full & Parttime Counter

Help Apply in Person chmond Heights Plaza Richmond Hill

\$7 PER HOUR FULL TIME \$4 PER HOUR PART TIME

We have just moved into the Rich-3 people for driver delivery sales, small appliances. No experience necessary. Full training program available. Must have car. Salary or commission - your choice. For interview call Mr. Russel.

881-3324

221-1770

Bayview and Leslie.

Esso Service Centre, requires capable person with knowledge of cleaning products and methods. Good rate and Person wanted company benefits. For retail bakery, Experienced only, For part time. On Finch, between

Apply: Manager 832-1555

Mechanic

Wanted Licensed auto mechanic, full time. Good wages and hours.

HENRY'S GARAGE 727-3351

## Bookkeeper

records and prepare monthly financial statements, Hours 9:30 to 3

Rosenberg & Co.

 $\mathsf{IBM}$ 

firm. Duties include layout.

# 881-1191 Bookkeeper

New company in Richmond Hill seeking your services. Must be experbooks to trial balance and financial statements. Some secretarial duties will be required. Must have car.

> 881-3325 For interview CZW 36

RECENT

No experience necessary. Phone 881-3326 Mrs. Reed

Dishwasher To work fulltime, 5 day week, experience not necessary. Good rate

> Manager 832-1555 c3w36

SECRETARY

Assistant

For private recreation club in Thornhill. Would suit retired or semi re-

10101 Yonge St., Richmond Hill

part time. Phone (8 to 4 p.m.)

openings in Metro area. No experience necessary. Must be mature and have car. Evening work and willing to learn.

WELDER For light fabrication.

Experienced Required for Plastics Company in Richmond Hill

889-7651 WANTED - person to work 5 hours Mon.-Fri., 11:00 a.m. to 4:00 p.m. Must be neat and able to handle

Waitress/Waiter Require fulltime in busy 24 hour family restaurant. Good wages and

773-5145

REPLY TO: 727-9451

COMPOSER - OPERATOR

Part time, for local printing

\$150 Plus Call Mr. Giammarco

WANTED High School Student

With a pleasant telephone voice. Full and part time position available.

Apply:

**TEMPORARY** ASSIGNMENT Required from mid March to mid July, with good typing and secretarial skills. Please contact Mrs. Miller.

884-8300 Supervisor

Box 141 "The Liberal"

NURSES AIDES

\$100-\$140 Part-time \$200-\$350 Full time Marketing representatives, 3

> 751-1113 Experienced

727-4941 Mould Makers

change at cash register. Apply to Dairy Queen, Aurora in person.

Voyageur Restaurant at Hwy. 400. | company benefits. Experience not Apply: Manager

832-1555