

505 Help Wanted

SENIOR SECRETARY

The executive offices requires a well qualified secretary with good shorthand and typing skills. If you have a background in a manufacturing and sales environment, a good aptitude for figures and the ability to execute priorities, we would like to hear from you.

PERSONNEL DEPARTMENT
TECHONIC INDUSTRIES LIMITED
TOTTENHAM, ONTARIO
(416) 936-4279

SENIOR CLERK

Expanding company needs a top notch office person who ideally has experience in a manufacturing environment. This opening includes learning to operate our Philips Mini Computer for Invoicing, Payroll, Payables and Knowledge of relative Clerical Preparatory work involved. Accuracy in typing and detail work a must. Reply in confidence to:

PERSONNEL DEPARTMENT
TECHONIC INDUSTRIES LIMITED
TOTTENHAM, ONTARIO
(416) 936-4279

SCREW MACHINE SET-UP

Required by expanding company. Fully experienced applicant must be familiar with Brown and Sharpe, and Davenport. Good starting rate plus company benefits. For interview call (416) 936-4279.

PRINTING TECHNICIAN

Assistant to Printer required immediately. Must have ability to operate Gestetner Machine. Print shop and/or stock room experience preferred, but not essential. Will be responsible for day-to-day stock control and operating stencil print machine. Will be trained in operation of Off-set press. Salary \$4.85 - \$5.06 per hour. Please call Personnel Department, York Central Hospital, 10 Trench St., Richmond Hill, Ont.

883-2250

WANTED!! BOYS OR GIRLS 12 to 14

To deliver Hand Bills in the Richmond Hill Area.
Call 883-1921
Ron Miner

McDONALD'S

CUSTOMER SERVICE REPRESENTATIVE
Permanent part time position, must be personable, courteous and enjoy working with people. Approximately 20 to 25 hours per week, including some weekends. \$3.25 plus per hour to start.
JANITORIAL MAINTENANCE POSITION
Permanent full time position. 11 P.M. to 7 A.M., 5 days a week. Alternating week-ends off. \$3.25 an hour to start. Company benefits, paid breaks and training. Free Food. Must be willing to start immediately.

INTERESTED: SEE THE MANAGER AT McDONALD'S
8177 YONGE STREET, THORNHILL

HI-CORPS

OFFICE ASSISTANCE LTD.
10084 YONGE ST., RICHMOND HILL
Experienced Key Punch Operator in Concord 9,000 12,000 strokes.
Other temporary and permanent positions available.
884-6782 884-6970

OPENINGS FIRST CLASS TOOL & DIE MAKER

For form and cutting tools. \$9.50 per hour. All benefits paid. (Including Dental).

MILLWRIGHT
Experienced in punch presses
Apply 375 Edward Ave.
Richmond Hill
or call

883-4535 or after 6, 773-5765

GIRL/BOY FRIDAY

To do bookkeeping, accounts payable, typing, payroll and all office procedures.

19 Allaura Blvd.,
Aurora, Ont.
727-1347

CHARTERED ACCOUNTS FIRM

We require experienced staff at both the C.A. and Intermediate/Sr. staff levels to fill recent openings in our firm. For further information please call

224-1160

EXPERIENCED SECRETARY

Required for Thornhill C.A. Firm. Must be personable and have excellent office skills. Bookkeeping a definite asset. For further information,

Contact Miss Barron
224-1160

Experienced Production Line

SPRAY PAINTER

For light metal products. Wages commensurate with experience. Phone Thomson

889-6552



CARA retail stores division

Our Cara Tobacco Shop at Hillcrest Mall, Richmond Hill requires a

MANAGER

To supervise and administer the complete store operation. If you have a background in retailing including a thorough knowledge of sales, ordering, pricing, controls and accounting, we'd like to speak with you. Cara offers competitive wages and benefits and excellent opportunity for advancement. Please forward your resume to Dennis Cook
CARA OPERATIONS LTD.
EMPLOYEE RELATIONS DEPARTMENT
9 FLOOR, 55 YORK ST.,
TORONTO, ONT.
M5J 1S5

Kinnear Pontiac Buick (1975) Ltd.
requires

CAR CLEAN UP PERSON

(Full Time)

Apply
SERVICE MANAGER

884-4481 or 727-8721

MECHANICS CLASS "A"

Required by
ELGIN MILLS DODGE

Richmond Hill
884-8118

The Liberal CALLING ALL KIDS! AGES 10 TO 16 CARRIERS NEEDED IMMEDIATELY

- Earn extra money
- Win prizes
- Full training

Call

884-0981

STEELCASE CANADA LIMITED
Canada's foremost manufacturer of quality office furniture has the following requirements:
POWER BRAKE OPERATOR SETTER
SHEAR OPERATOR
N/C OPERATOR
UPHOLSTERER

All above jobs offer good working conditions, attractive starting rate, piece work incentive bonus, profit sharing, excellent benefits including dental plan.

INTERESTED CANDIDATES ARE INVITED TO APPLY TO:
Personnel Dept.
495-6333

Steelcase

P.O. Box 9 DON MILLS, ONT. M3C 2R7

ORTHODONTIC ASSISTANT

Bright person to assist in a busy, happy practice. Must be enthusiastic, self-motivated and prepared to be part of an office team. Neatness and organization essential. A car is required. If you are energetic, have a pleasant telephone voice, happy disposition and a good rapport with children, this is the right position for you. Please respond in writing to:

BOX 2
THE LIBERAL
10395 Yonge St., Richmond Hill

MACHINIST

Required for position in shop in Richmond Hill. Good Conditions.

Mr. Lee

883-1927



TOWNSHIP OF KING CARETAKER

Applications will be received until Friday, January 19th, 1979 for the position of Caretaker for the Township of King Administration Building. This is a full time position and duties will include complete maintenance of the Building and Grounds.

C.H. DUNCAN
CLERK
TOWNSHIP OF KING
R.R.#2
KING CITY, ONTARIO
LOG 1K0

INDUSTRIAL ENGINEER

A progressive appliance manufacturer has a permanent position for an Industrial Engineer. Only qualified Industrial Engineers with several years experience need apply. Applicants will be familiar with work measurement techniques, work place layouts, line balancing, and methods improvements. The position requires a self-starter who is capable of achieving desired results and wishes to grow with an aggressive management team. An attractive starting salary commensurate with qualifications is offered, plus a comprehensive package of company paid benefits. For personal interview please call John Bible or Al Essex.

851-2861
GENERAL FREEZER LTD.,
9230 Islington Avenue
Woodbridge

PART-TIME ACCOUNTANT AND OR BOOKKEEPER

To work with a Chartered Accountant for various clients. Must have own transportation.

PLEASE SEND RESUME TO:
BOX 547
THORNHILL, L3T 4A2

MAINTENANCE FOREMAN

Male or Female
7 to 10 years general industrial experience.
6 day week.

Apply in person:
337 John St., Thornhill
(between 8-5 p.m.)

HAVE YOU THOUGHT ABOUT A CAREER IN REAL ESTATE



FLORENCE BISHOP

...and done nothing about it

I will give you an hour or more of my time to try to help you decide.

CALL ME ANYTIME 884-8183
889-8770

Opportunities in our Richmond Hill and Thornhill and Willowdale offices



30 OFFICES TO SERVE YOU BETTER

WE HAVE IMMEDIATE OPENINGS FOR HORIZONTAL BORING MACHINE OPERATORS

Should be fully conversant with all aspects of the operation of a large spindle type floor borer. Experience in large component parts and tooling and a general knowledge of other metal working machines an asset.

We offer above average rates and a fully paid benefit package including a Dental Plan. Applicants with the above qualifications can apply in person to:

Delaval Turbine Canada Ltd.,
2101 Teston Rd., (Keele St., north of Major Mackenzie Dr.)
Maple, Ont. Industrial Relations Department

INDUSTRIAL SALES AIR MOVING EQUIPMENT

U.A.S. Limited is expanding its Toronto Sales Engineering Staff and needs an Industrial Representative with experience in the Bid and Spec business and/or Direct Industrial Sales. We are manufacturers of Air Pollution Control Equipment and Air to Air Heat Exchangers. C.E.T. or equivalent standard desired.

Call Mr. R. Green
or Mrs. M. Wilkinson
669-5000

FULL AND PART TIME

- ✓ COOKS
- ✓ DISHWASHERS
- ✓ MAINTENANCE PERSONNEL
- ✓ WAITRESSES
- Attractive salaries • Excellent employee benefits • Pleasant working conditions • Experience preferred

Apply in Person:
VOYAGEUR RESTAURANT
Hwy. 400, Maple



YORK COUNTY BOARD OF EDUCATION

Requires Matron for High School 12 month position. Previous experience an asset. Forward applications to:

JOHN CLARK
Area 4 Business Administrator
283 Neal Drive
Richmond Hill L4C 3L3

GENERAL LABOURERS

Urgently required for temporary assignments in Downsview/Weston area. Home phone and work boots necessary. Car an asset.

Please call
636-4594
Manpower Temporary Services

Would you like to help yourself to better living and your child to better education?
Can you sell?
Are you a leader?
Sales people & Managers needed.
Call Gabriele
775-7131 Kettleby

TELEPHONE SOLICITORS \$150. to \$300. WEEKLY.

We need well mannered people with pleasant telephone voices to sell brand name products by telephone. Must be able to work 9 a.m. to 4:30 p.m. Apply.
10620 YONGE ST.
SUITE 209
Superb Cleaning Products
Hc27

Mature Full Time Salesperson required for nursery and craft centre. Apply in person only to The Store Manager

White Rose Nursery

4038 No. 7 Hwy.
Unionville

PART-TIME RECEPTIONIST

Required for Real Estate Office in Richmond Hill. Must have pleasant telephone manner, accurate typing. Alternate evenings 5 - 9:30. Alternate Saturdays 9 - 5. Call:

883-4922
KEITH HOOD
REAL ESTATE LTD.

RN required part time 11 p.m. - 7 a.m. 895-5138.