

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

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

Immediate Openings in our Chain of
Fashion Shoe Stores for

ASSISTANT MANAGERS

We are looking for people with experience in shoe sales or fashion clothing sales with the ability to take responsibility as an Assistant Manager and develop to a Manager's position in our fast growing company. Please apply in person to:

DOLAN SHOES
Hillcrest Mall
884-0175

TIRE & BATTERY INSTALLER

and
GENERAL CLEAN-UP PERSON

Must have driver's license. Permanent fulltime. Apply to: Service Manager

Canadian Tire Associate Store
10288 Yonge St., Richmond Hill

TELEX

FILE CLERK

Required for plastic laminating plant in the Keele St.-Hwy. No. 7 area. General filing and some typing required.

Please call

661-2351

Extension 42

GENERAL

CLERK

Required immediately for plastic laminating plant, located Keele St. and Hwy. No. 7 area. General office duties. An aptitude for math is essential. Typing helpful, but not necessary.

Please call

661-2351

Extension 42

GIRL/BOY FRIDAY

Bookkeeping, shorthand not required. No calls. Written applications to:

HEALTH SAVER PRODUCTS

UNIT 16
55 GLENCAMERON ROAD,
THORNHILL, ONT.
L3T 1P2

**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

ASSEMBLER

Required for light mechanical assembly in Downsview. Good benefits. No shift work.

661-8022

SHIPPER RECEIVER

Responsible person to receive and ship small parcels, to fill orders, prepare documentation, arrange carrier pick-ups and take telephone orders. Experience and some typing helpful but not mandatory.

Hwy. 7 and Keele area.

669-5510

CLERK TYPIST

Bright cheerful person for general office typing, filing and telephone order taking. Permanent, 37½ hours per week. Some experience and 50 wpm would be an asset, but not necessary.

Keele - Hwy. 7 area

669-5510

SALES & SERVICE

Required immediately, person experienced in repairing and servicing cheque writers.

889-6163

Inventory Control Accounting Clerk

Steel warehousing firm in the Keele - Hwy. 7 area seeks hard working conscientious person to assume responsibilities as a Junior Inventory Control Clerk.

Experience preferred

Call Mr. Snider

661-2222

OPENING FIRST CLASS TOOL & DIE MAKER

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

Apply 375 Edward Ave.
Richmond Hill
or call

883-4535 or after 6, **773-5765**

DOWNSVIEW/WILLOWDALE

You do not have to go all the way downtown for good temporary office jobs. Work close to home for 1, 2, 3 or more weeks. A car would be helpful.

•TYPISTS•DICTAS•STENOS

One years office experience required.

For an appointment call

636-4594

MANPOWER TEMPORARY SERVICES

COST ACCOUNTANT

Required by manufacturing company in Richmond Hill. Second or third year R.I.A. or equivalent essential. Preference will be given to someone with 3-5 years manufacturing environment. Must be ambitious, aggressive, and a quick learner.

APPLY IN WRITING TO:

BOX 1754
THE BANNER
5 Yonge St. S.,
Aurora

THE TOWN OF MARKHAM
REQUIRES A

STAND-BY SCHOOL CROSSING GUARD

for the Markham or Thornhill area
Salary - A weekly retainer and when performing duties will receive full salary. Own transportation a necessity; to be paid on a mileage basis. Apply to:

The Personnel Office,
THE TOWN OF MARKHAM
8911 Woodbine Ave.,
Markham, Ontario L3R 1A1
297-1900

WANTED

Reliable Housekeeper for Mature Family

Husband, wife and three teenaged children.
The live out position requires a competent person with excellent references and their own transportation to work a 35 hour work week from Monday through Friday.
FOR INTERVIEW CALL AFTER 5 P.M. MRS. M. LENHARDT,
KINGCROSS ESTATES:

833-6866 or 832-2561

Liberal

CALLING ALL KIDS!
AGES 10 TO 16
CARRIERS NEEDED
IMMEDIATELY

- Earn extra money
- Win prizes
- Full training

Call

884-0981

BRAKE PRESS OPERATOR

For light duty aluminium and sheet metal work. Must be able to make own set up, read blue prints and to make own layout.

ONLY PERSONS WITH AT LEAST FIVE YEARS EXPERIENCE NEED APPLY.

Call 669-1373 between 8:30 a.m. and 10 a.m. for an appointment.

MAINTENANCE

MILLWRIGHT

Experienced Maintenance Fitter required to maintain Rolling Mill Machinery, hydraulics and pneumatics, pumps, gear boxes, etc. Generous company paid benefit plan. And regular C.O.A. adjustments. If interested please phone for interview.

884-1151

PART TIME

Competent typist and receptionist for evenings and Saturdays.

Pleasant telephone manner.

For full details call: 727-4288

and speak to Mrs. Bell
W.R. Case Realty Limited
96 Yonge St. S. Aurora

TOOLMAKER

afternoon shift 3:30 p.m. to 12 p.m.
Auto parts manufacturer requires Toolmakers. Experience with stamping and progressive dies essential.

PLEASE CALL
MR. PAUL HEINRILA
EXCEL METALCRAFT
95 COUSINS DRIVE
AURORA
727-9431

FIRST CLASS DAIRY FARM

Needs an experienced bookkeeper to take charge of a one person office. Duties are varied in pleasant surroundings and will suit the mature individual.

Location: Yonge Street N. of Richmond Hill

Call **487-0226**
to arrange an interview

Accounting Manager

A progressive and well established company, located in Thornhill, has grown to the point that it feels the time has come to hire a Manager to supervise the activities of its small accounting department.

These activities include such things as the supervision of Accounts Payable, Payroll, benefit plans, cash and banking. The Manager must also work closely with the Computer Manager.

The ideal person would be someone who needs and wants to work. Someone who can see ahead and plan for tomorrow, next week and next month. Someone whose outside commitments will not interfere with getting the job done. Someone who has a way with people and who can get others to co-operate without much effort. Someone who needs and wants a challenging position which offers a future. Someone who needs and will appreciate the very extensive and fully paid benefits which we offer all employees.

If you have a good rapport with figures, honestly know the basics of accounting, feel that maybe this is the job for which you have been looking, even though you are currently employed, then sit down and write up a resume and send it to Box 4, The Liberal, 10395 Yonge St., Richmond Hill, L4C 4Y6.

If we like what we read, we will get in touch with you by the end of January and arrange an interview with you at your convenience. All replies will be held in strictest confidence. Don't forget to tell us your salary requirements.

C2W29

**\$7. PER HOUR PARTTIME
\$10. PER HOUR FULLTIME**
Car essential. No experience necessary. We will train at our expense.

For interview call, Mr. Baker,
226-9332

North Star Marketing

OFFICE SALES TRAINEES

Our Willowdale office requires Trainees for sales and service of automobile and home insurance.

These positions should appeal to individuals interested in advancing to an outside sales career.

Varied work hours including some Saturday mornings.

Minimum Grade 12 and 2 years Business/Sales experience. Driver's license essential.

Good starting salary and excellent staff benefits.

Call Irene Winkhardt,

224-1500

the co-operators

Insurance Services

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

BOOKKEEPER TYPIST

For pleasant office in North Downsview. Previous experience helpful but not essential. Hours flexible for conscientious person.

Ohio Nuclear

663-1920

WILSON'S PRODUCTION FORCE
Requires Immediately

CONSTRUCTION WORKERS GENERAL LABOURERS
WAREHOUSE WORKERS TRUCK LOADERS

Hourly starting rates \$3.25 and up. Car an asset.

Short or long term assignments.

CALL STEVE HASTER

225-7688

Banner

CALLING ALL KIDS!
AGES 10 TO 16
CARRIERS NEEDED
IMMEDIATELY

- Earn extra money
- Win prizes
- Full training

Call

727-4221

HOMEMAKERS

Work from your own home phoning for major Toronto department stores. Full or parttime. Good commission. Good staff earn from \$3.60 to \$8.10 per hour.

493-0549

492-9380

C9W27

SECOND INCOME

Small or large
Financial independence can be yours
1-478-4531
(Between 6-7 p.m.) C2W29

EXPERIENCED
ACCOUNTS
RECEIVABLE
CLERK

Typing
required

884-4512

CAN YOU QUALIFY?

Need someone to assist in my fast growing cosmetic business. 2 hours a day, 5 days a week. \$85. - \$100. per week. For personal interview call: Mrs. Chapman

889-2973

NO CANVASSING - NO INVESTMENT

PERSON TO WORK IN WAREHOUSE

Of Richmond Hill food company. Duties consist of packing and shipping of orders. 4 days week. Please call

884-9279

Ask for Mr. Griffin

Part Time EMPLOYMENT

Be a reserve soldier. Earn while you learn. Two nights weekly. Occasional weekends.

QUEENS - YORK RANGERS
AURORA ARMOURIES

Call **727-4991**

BETWEEN 8 P.M. - 10 P.M.
MON. OR WED. NIGHT

Parttime

Janitor

Light industrial office and plant, 2 hours approximately per day. Conditions negotiable.

881-2593

GENERAL OFFICE HELP

required self-starter, must be experienced in secretarial duties, handling phone, orders, invoicing, telex, own transportation a must.

888-1988

ASK FOR DIANE

RN

required part time 11 p.m. - 7 a.m.

895-5138

EXPERIENCED TYPIST

Part time full time position. Will include varied duties for chartered accountant's office in Aurora.

727-9451

AMBITIOUS COUPLE

to run small wholesale retail business from home 15 hours per week. Unlimited income. Appointments and resume to Box 108, Sharon, Ontario. LOG 1V0