

NOTICE

North of Superior Programs Mental Health wishes to announce the appointment of Rhonda Miller, R.N. to the position of Mental Health Worker effective May 15, 1989.

The Mental Health Worker will be working out of the Schreiber Community Mental Health office from **May 23 to July 7, 1989 inclusive** as the Terrace Bay office will be closed. You may reach her at 824-2597.

Persons having appointments with the Consulting Psychiatrists in May and June will be seen in the Terrace Bay office on the specified dates.

Normal office hours in Terrace Bay will resume on July 10, 1989.

Working students

Leigh Ann Campbell Spadoni Bros. Ltd. Parts Department

Do you need a G.M. part for your car? Well, Leigh Ann Campbell could help you with that. She is presently earning two credits after 240 hours in the parts department at Spadoni Brothers

Limited in Schreiber.

Her duties are to deal with the shipping and receiving of all G.M. parts. The other things she does are inventory, help customers, stock shelves, a lot of computer work and take all orders on the parts that are needed by the mechanics.

Steve Webber is Leigh Ann's supervisor. He taught her how to do everything she knows.

Through this placement Leigh Ann has learned a lot about different parts, what they are, and a lot on the computer. The computer tells her everything she has to know, like the G.M. number, when the stock is getting low which indicates that more stock should be ordered.

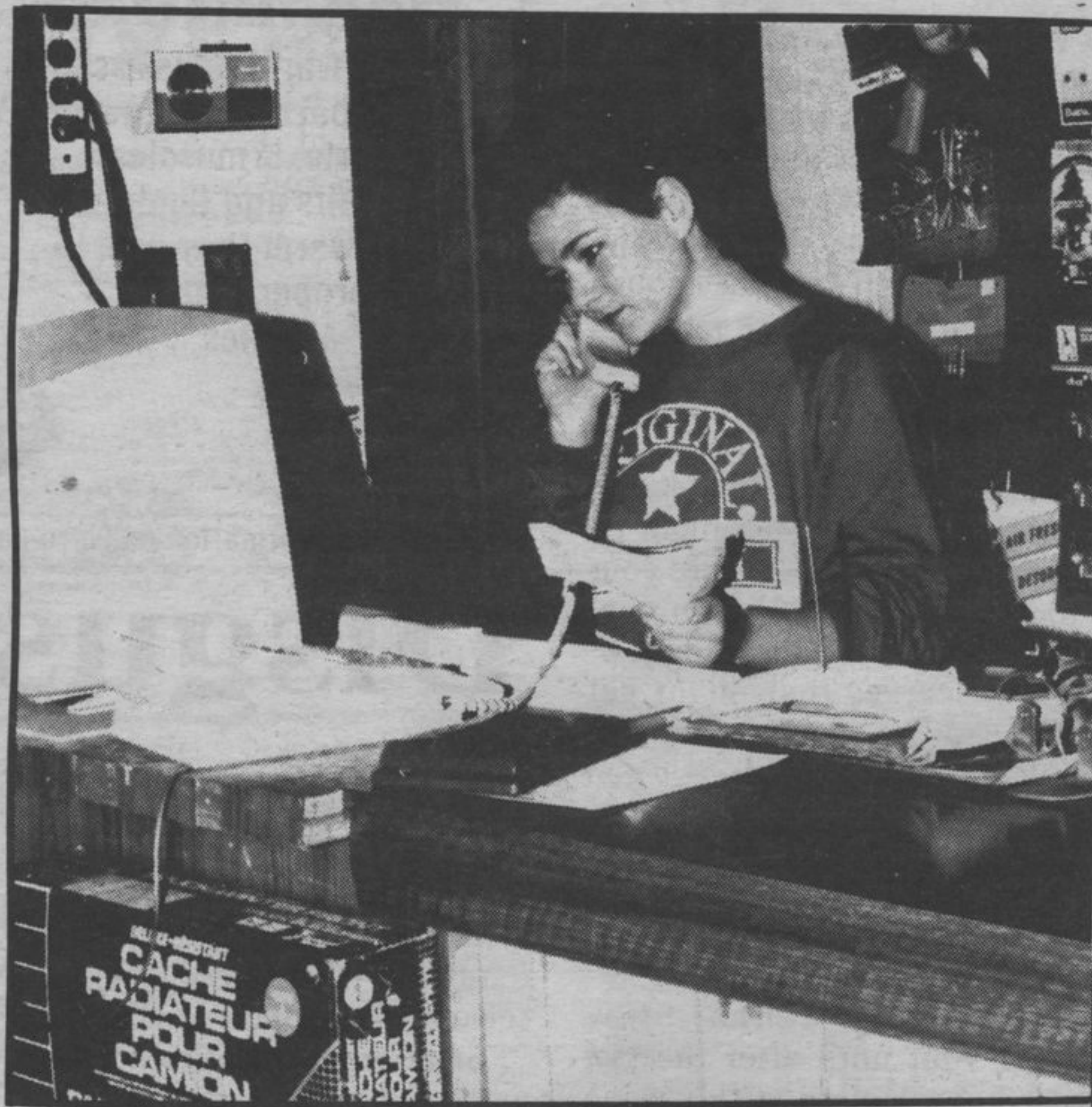
When mechanics need a part they ring a bell then Leigh Ann is the person they see. They tell her what they need, how many of each, the GM number, the mechanics number, get the parts and then put all the information into the computer.

All the work orders are entered into the computer, then the computer prices the order accordingly.

Leigh Ann's comments about her placement and said "I really enjoy working for Spadoni Bros. Ltd, I am learning a lot about purchasing and receiving various GM parts."

"I am planning on going in to study to be a medical secretary. This co-op is giving me experience and another outlook on being a different kind of secretary," commented Leigh Ann.

"This co-op is one that I would recommend because it is very interesting, gives you good experience with the public and a chance to gain computer knowledge. You can also learn more about automotive parts as well as secretarial skills."



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presents

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on the
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The Star of the Motion Picture
Returns to the Stage!

THE INTERNATIONALLY TRIUMPHANT WORLD TOUR

Thursday, June 22 - 8pm
Friday, June 23 - 8pm

Tickets: \$27.50 Call Collect (807) 343-2300
(\$1.25 convenience charge per ticket on all phone orders.)

ACTION CARPET CLEANING



Action Carpet Cleaning will be in Terrace Bay and Schreiber from **June 14 th to 20 th.**

For an appointment please leave your Name, telephone number, and Address at the Imperial Motor Hotel 825-3226.

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Call "Action" — For Satisfaction

The North of Superior District Roman Catholic Separate School Board Requires A

SECRETARY/ACCOUNTS PAYABLE CLERK (full-time position)

Duties Include:

Typing, filing, processing of purchase orders, collating receiving reports, accurately inputting data required for the preparation of cheques, maintaining an organized filing system.

Qualifications:

Knowledge of standardized clerical methods, procedures and accounting.

Previous experience as an accounts payable clerk and secretary is preferred.

PAYROLL CLERK

(half-time position may be combined with other duties and changed to full-time.)

Duties Include:

Maintaining the sick day ledger, preparing payroll documents, maintaining personnel records, and preparation of hiring kits for new employees.

Qualifications:

Knowledge of payroll procedures. Previous experience as a payroll clerk is preferred. Fluency in both English and French would be an asset.

Applications outlining education, work experience and references should be submitted by June 16, 1989, to:

Mr. Ken Ryan,
Business Administrator,
The North of Superior District R.C.S.S. Board,
P.O. Box 730,
SCHREIBER, Ontario
P0T 2S0

E. Drozdowsky
Chairperson

G.J. Matys
Director of Education



Township of Schreiber

The Township of Schreiber hereby offers for sale by Public Tender twelve (12) 500W incandescent street lights complete with mounting arms. Tender forms can be picked up at the Municipal Office. Tenders will be accepted until the close of business Monday June 12, 1989.

A.J. Gauthier, Clerk-Treasurer

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\$100

One day only in Terrace Bay
Tuesday, June 13th

1-800-663-6828

BY APPOINTMENT ONLY

LASER LINE THERAPY CENTRE