

General Help

Dairy Queen
DAIRY QUEEN COUNTER HELP
Day staff for lunch hours
Part time evenings & weekends
Flexible hours
Salary based on experience & skills with regular salary reviews
Apply in person. **WEEK DAYS ONLY** 2:45-3:30 p.m.
Hwy #7 & Markham Road Markham

PART TIME HELP WANTED
Inserting newspapers. Day and night work. Calls taken. **THURSDAY ONLY**, between 10:00 a.m. and 11:30 a.m.
Steeles/Victoria Park Area
493-1300 ext. 238
Ask for Nina

FACTORY HELP
Required by automotive parts rebuilders. Keele and Langstaff area. Will train. Apply in person.
96 PLANCHET ROAD

R.N.'s/R.N.A.'s
EXPERIENCED NURSES AIDES & HOME MAKERS
Work the DAY and SHIFTS OF YOUR CHOICE.
For interview call:
COMCARE - 929-3364
TORONTO, NORTH YORK, MISSISSAUGA
RICHMOND HILL, BRAMPTON

ATTENTION HOMEMAKERS
MORNINGS ONLY 9:30 AM - 1:30 PM
We will train people with a clear and confident voice to do telephone interviews on behalf of a major department store promoting their services. No experience necessary. Training is provided. Location Don Mills/Eglinton. Call Mrs. Mitchell.
441-1673

"AGREEMENT ADMINISTRATION CLERK"
Applications are now being received for the above position in the Legal Department.
Duties: prepares drafts and final copies of site plan control and subdivision agreements; prepares and circulates amendments for previously executed agreements; responds to inquiries with respect to agreements both internally and externally; assists the Legal and Administration Departments as required.
Qualifications: Communication, general knowledge at a high school graduate level in commercial or equivalent; word processing and experience in a legal office an asset; a few years experience in this or a similar position.
Salary: \$17,570 to \$19,115 per annum (1984 salary)
Please apply on or before Feb. 19, 1985 to:
Personnel Department

MARKHAM
8911 Woodbine Ave
Markham, Ontario
L3R 1A1
477-7000

AQUATICS CO-ORDINATOR
Applications are now being received for the above position in the Parks and Recreation Department.
Duties: Provides general administration and supervision for the Aquatics unit to include management of indoor aquatic facility, communicates liaises with various associations, clubs, government agencies, general public and staff.
Qualifications: Communication, general knowledge at a high school graduate level; specific training through a community college program in recreational leadership/facilities management, or equivalent. Minimum 2 years full time experience. Must hold current certification in the following: Red Cross Instructor, Royal Life Saving Society Instructor/Examiner, National Lifeguard/Service Award, and Cardio Pulmonary Resuscitation.
Salary: \$23,070 to \$25,125 per annum (1984 salary)
Please apply on or before Feb. 19, 1985 to:
Personnel Department

MARKHAM
8911 Woodbine Ave.
Markham, Ontario
L3R 1A1
477-7000

Marlin Travel
TRAVEL COUNSELLOR
part-time
experience with Reservac and Global accounting an asset.
Markham Place
Don Mills and Steeles
881-8590

FULL time experienced hairdressers required. Excellent wages. Apply in person to 131A Main St. N. or phone 471-1245

B & M MOTORS
8150 Woodbine Avenue
requires
* Experienced full & part time gas attendants
* Experienced Tow Truck Driver
Apply in person: 9 a.m. - 5 p.m.

CLERICAL TYPIST
Required for small sales office for filing, typing and telephone duties. Good command of English essential. Call:
499-0222
Victoria Park-Steeles Area

COUNTER HELP
wanted
Honey Bee Donut
midnight shift
294-0955

DISC JOCKEY
Mature, responsible person wanted part time. Own transportation necessary. Will train. Call after 6 p.m.
640-5769

Economist & Sun
The Economist & Sun has an opening in the Distribution Department for a District Representative. Ideal for student. Approx 6-10 hours a week in the evening, and alternating Sundays. Car is necessary. For an interview please call Jenni Hutt
294-8244

Economist & Sun
The Economist & Sun has an opening in the Distribution Department for a route verifier. The position involves a lot of contact with the public by phone, evening work. For more information please contact Jenni Hutt
294-8244

Economist & Sun
The Economist & Sun is looking for a reliable person with a van to distribute papers/flyers and some mail delivery on Wednesdays. For more information please contact Jenni Hutt.
294-8244

FACTORY HELP
Sprayer and general labourer required for small fast-growing company. Call for interview.
477-0709

HARVEY'S
FULL TIME KITCHEN HELP
Apply between 3 - 5 p.m.
Any day
270 Wellington St. W.
(corner of McCowan & Hwy 7)

DGW ELECTRONICS CORP
Immediate openings for assembly workers.
Apply in person
85 Spy Court
(Hwy 7 - Woodbine)

PARTS DEPARTMENT
Major distributor in Warden/Steeles area requires a person to handle order desk and counter sales. Experience with lawn and snow equipment is an asset. Call Dave Wellard.
475-0988
TURF CARE PRODUCTS LTD.

PART-TIME CASHIER
PRO HARDWARE
76 Wellington St. W. (Hwy #7)
Ask for Jackie.
294-2443

PART TIME DAY PERSON
For sample inspection of printed material. Some wrapping and packing involved.
Leslie/Hwy 7 area
Must have car
731-6052

DATA ENTRY
WOODBINE AND STEELES
Small consumer goods company requires fast and accurate terminal operator. Duties include order processing and inventory maintenance. Good telephone manners a must.
475-6330 ext 24

PART-TIME - EVENINGS
MONDAY TO FRIDAY
5 - 10 P.M.
Duties include answering phones for arena/fitness centre and pool. Some clerical and record keeping. Must type minimum 55 wpm. Apply in person, 9 am - 5 pm, Monday to Friday.
MARKHAM CENTENNIAL CENTRE
8600 McCowan Rd.
(north of Markville Plaza)
294-9039

WAITERS/WAITRESSES
Experienced at
Bar Tending and Serving
294-9039

B & M RESTAURANT
Waitresses, required, full time, 3 - 10 p.m., Monday - Friday. Experience in food and cocktails. Call Angelo.
475-0666
8152 Woodbine Avenue
Markham, Ontario

PARKVIEW HOME FOR THE AGED
REQUIRES A LIFE ENRICHMENT SERVICES SUPERVISOR
Applicants should enjoy interacting with older persons and have experience and training in giving leadership in social/recreational programming - i.e. Handicrafts, indoor and outdoor recreational activities.
Interested applicant would be responsible for:
* supervising and co-ordinating volunteer services
* supervising production of a bi-monthly "newspaper"
* work with Home Auxiliary Executive
* provide leadership in community activities
Preference will be given to persons with a degree in Occupational Therapy.
Please call 640-1911 or apply at 481 Rupert Avenue, Stouffville, Ontario.
Contact: Mr. J.M. Nighswander for an appointment.

COUNTRY CLUB CLEANERS
GRAND OPENING
Raymer Drive at McCowan
GARMENT PRESSERS
SEAMSTRESS
COUNTER PERSONNEL
Apply in person only
Thurs: Feb. 14, 2 - 4:30
Fri: Feb. 15, 9 - 1

PART time position available for retail investigation, nights and weekends. Must be 21 years of age, bondable. Apply in person on February 14th & 15th to Woolco, McCowan Rd & Hwy 7, Markville Shopping Centre.

HAIR STYLIST-EXPERIENCED
With clientele for a new salon in Markham.
471-5730

STAFF required for recreation program for 6-12 years olds, 7:30-8:30 a.m. and/or 11:30 a.m. - 1:15 p.m. and/or 3:30 - 6 p.m.
Please contact 444-2612 (anytime) or 294-5087 between 9:30-6 p.m. to book your position.

LUBRICATION ATTENDANT
FULL-TIME
Valid drivers licence. A general knowledge of cars. Must be reliable and self motivated.
CASHIER
Part time. For self serve gas bar. Interested and qualified applicants may apply in person to:
Shell Rapid Lube
98 Wellington St. Markham
Between 10am - 4pm. to
Mr. Paul Biasucci.

TRAVELWAYS SCHOOL TRANSIT
Requires
Part-time School Bus Driver
Approximate hours 7:30 - 9 a.m. and 3 - 4:30 p.m. 5 days per week. Call:
294-5104

Office Help 515
BOOKKEEPER for accounts receivable, to trial balance, using One Rite System. Small office Steeles/Midland. Only fully experienced need apply. For further information, call Mrs. Landon 291-7106

CLERK TYPIST
required for busy credit office. 1-2 years business experience preferred. Call Mr. Clifford.
475-9600

EXPERIENCED LEGAL SECRETARY
required
for Markham office
Reply to Box 4031
Economist & Sun
9 Heritage Rd.
Markham, Ont. L3P 1M3

CLERK-TYPIST
Required for company handling insurance claims. Applicant should have 60 wpm, typing, organizational skills and pleasant phone manner.
60 Nugget Avenue, Unit 6
Scarborough
(Sheppard & McCowan)
For interview call Mrs. Linton
293-4157

SENIOR STENOGRAPHER
We require an experienced person for a busy sales office. Should have accurate typing for quotes, price lists, general correspondence, and previous experience on personal computer or word processor.
Telephone contact experience is essential. Some technical background and dicta experience would be an asset.
If interested, apply to:
PERSONNEL OFFICE
EMERSON ELECTRIC CANADA LTD.
MARKHAM, ONTARIO
294-9340

SWITCHBOARD TYPIST, part time position available 4hr/ day for bright, neat operator. Own transportation. N.E. Metro. **475-0430**

Office Help

SECRETARY
MITSUBISHI ELECTRIC is a leader in the electronics industry and because of rapid growth in our Numerical Controls Division, we are seeking a career minded secretary for our Markham Office.
Ideal candidate will provide full secretarial/administrative support for the N.C. Regional Service Department. Duties will include typing, customer service, filing, inventory control, record keeping plus more.
Must type about 55 w.p.m. and have pleasant telephone personality. We offer an excellent starting salary and complete benefits package. Send letter or resume to:
Mitsubishi Electric Sales America
N.C. Div./National Headquarters
799 North Bierman Circle
Mt. Prospect, Illinois 60056
Attn: R. Schulenburg

A/R CLERK
14 - 15 K
East end firm is looking for a promotable accounting clerk. Must have accounting background and have excellent math skills. First or second year RIA/CGA would be a definite asset. Excellent command of the English language, good organizational skills and polished in presentation a must.
Excellent company benefits. Car an asset.
Call Linda
492-8502

HUNT PERSONNEL
Call Linda
492-8502

SECRETARY/PERSON
FRIDAY
PART-TIME
Importing company requires an experienced individual with knowledge of office procedures and good office skills. Duties to include typing, telephone, filing, customer contact, some shorthand helpful but not necessary and other office related duties.
Steeles & Victoria Park
475-3737

Century 21
ARMOUR REAL ESTATE INC.
Member Broker

REAL ESTATE
SECRETARY/RECEPTIONIST
For busy Markham office. Previous Real Estate experience an asset but not essential. Hours 9 a.m. - 5 p.m. Please call: Cindi Heneke
294-2533
for interview

Nelsen
CLERKS
We require coding clerks with good observation skills to work 37 1/2 hours per week beginning March 1, for a 6 week period.
160 McNab Street
Markham, Ontario L3R 4B8
475-8048

RECEPTIONIST TYPIST
WHITE ROSE CRAFTS AND NURSERY SALES LIMITED
require
full time office help with typing, filing, good telephone manner and an aptitude for figures for our warehouse in Unionville and Scarborough. Apply in person.
4038 #7 Hwy
Unionville, Ontario.

TEMPORARY OFFICE TRAINEES
A large Manufacturer in Markham has temporary openings in general office and typing for trainees. The training will be for 8-12 weeks.
The objective of the program is to provide work experience for young people who have left the educational system but have not found suitable work.
QUALIFICATIONS
have been out of school for 3 months or more and are not returning.
have not found work in a career of their choice are not presently employed
have own transportation.

TRAINING ASSIGNMENTS:
typing and general office clerical work
Data entry
2 years high school typing required

SALARY
If eligible, will receive youth training allowance.
To apply telephone:
MRS. SHORT
294-4000
FEDERAL PIONEER LTD.
160 Bullock Drive
Markham

TYPIST
Typist required in small company. Initial responsibility in word processing, also, general office duties. 40 w.p.m. good language skills. Warden and Steeles. Call:
475-7171

RECEPTIONIST CLERK
Good telephone manner, typing and clerical experience required. Full time position until August. Starting salary \$225/week. Apply by application or deliver resume to:
41 Steelcase Rd. W.
Markham

Family Trust Inc.
FAMILY TRUST CORPORATION
Give me an hour of your time
Let me tell you how you can succeed in Real Estate.
No other profession offers the independence and financial opportunities of Real Estate, and there's no better place to begin than with the professionals at Family Trust Corp.
Our on-going training and professional marketing plan make the difference.
Call now
Betty Webber
Manager, Markham
294-1372

OUR KIND OF SELLING IS ALWAYS IN FASHION
We're Canada's leading lingerie and leisurewear fashion company, with a complete range of styles designed and manufactured in Canada especially for Canadian women, with emphasis on quality, style and affordability.
We sell only through Sales Representatives at "in-home" parties for women.
Work your own hours, earn impressive commissions and have fun at the same time.
For more information on an exciting and profitable opportunity, call collect (416) 632-9090.
MA CHERIE LTD., EST. 1975

IRENE HILL LTD.
As a progressive ladies' fashion chain, we are currently seeking experienced, mature, part time Sales Consultants for our stores in Markham Marketplace, (Don Mills and Steeles), and in Don Mills Shopping Centre, (Don Mills and Lawrence)
If you are capable of making customer service a number one priority, please apply in person to:
IRENE HILL Markham Marketplace
or call Tina Norton
881-1902

SPECIALTY CHEMICAL SALES
We offer an opportunity to participate in a business with high repeat sales and profits.
We need a self-starter with ambition and perseverance.
If you have some direct sales and first closing experience, call us at:
498-6015 or **475-6084**
(10 a.m. - 4 p.m. weekdays)

SALES MANAGER
Must have previous experience in direct sales and sales management for Markham based subsidiary of Major National Corporation.
Preferred person, over 50 years of age. Please send written application to:
Box 4032
Economist & Sun
9 Heritage Road
Markham, Ont. L3P 1M3

#1 IN FASHION FUN
Successful home party co. in children's fashions expanding to your area. Sales Reps. required. For details contact:
POLLY TOGS
P.O. Box 56
Burlington, Ont. L7R 3X8
or call
416-336-1507
collect

COMPUTER FORMS
BE YOUR OWN BOSS!
ARE YOU A COMPUTER FORMS SALESPERSON?
WOULD YOU LIKE TO DOUBLE YOUR INCOME?
PHONE: RICHARD DUSK
497-9777
DYNASTY COMPUTER SUPPLIES!

SALES & MARKETING REPS
\$24,000 plus
Needed immediately
Canadian Marketing and Management Consultants requires 6 marketing reps for Markham/Richmond Hill area.
Sales experience helpful but not essential as full training provided. If you are looking for a challenging sales position with future management opportunities then you are the person we are looking for. We offer a very competitive compensation package. Car a must. For interview, call:
477-2866, ext. 403

SALES
Required Immediately
Several persons to market designer fragrances through direct sales. No investment. 30-50% commission and override.
Training provided.
Inquiries: 731-7628