

General Help 505

**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**

**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**

**ORDER DESK/INSIDE SALES**  
 Distributor of lawn and garden products in the Warden/Steeles area, requires person for inside sales and order desk. Must have ability to communicate effectively with customers and ability to generate sales. Industry experience an asset.  
 Turf Care Products Ltd  
 Robert Faas  
**475-0988**

**PARKWAY HOTEL**  
 Required Immediately  
**Full Time Restaurant**  
**WAITER and or WAITRESS**  
**Full & Part-time**  
**BANQUET PORTERS**  
**Full-time**  
**BARTENDER**  
**Full-time**  
**DISHWASHER**  
**Full-time**  
**MAID/HOUSEMAN**  
 APPLY IN PERSON  
**HWY. 7 & LESLIE ST.**  
 TRANSPORTATION PREFERRED

**Gas Bar Attendants**  
 Experience preferred. 24 hour gas bar serving heavy trucks. Apply in person to:  
**Woodbine Truck Centre**  
 8240 Woodbine Ave.  
 Markham  
**475-6600**

**Accountant Required**  
 Local expanding agricultural company requires mature individual to assist controller in various accounting and administrative functions.  
 Candidates should have several years business experience and have completed 3rd. or 4th. year in R.I.A. or C.G.A.; accounting programmes.  
 Please apply in writing providing complete resume, work history, education to:  
**N. Cairns,**  
**Otto Pick and Sons Seeds Ltd.**  
 Box 126  
 Richmond Hill, Ontario  
**L4C 4X9**

**HI-CORPS**  
 OFFICE ASSISTANCE LTD.  
 10096 Yonge St.  
 Richmond Hill  
 Secretary for President  
 Of dynamic growing company. Excellent typing, shorthand an asset. Super environment. Concord. 17 k.  
 Executive Secretary  
 Fluent German/English. Must be very flexible. Super opportunity for career individual. Resume required. Airport Rd. 23 k.  
 Credit/Collection Clerk  
 Excellent telephone skills. To reconcile accounts. Steeles/Keefe. 18 k.  
 Executive Receptionist  
 Excellent typing. Outgoing manner. Markham 15 to 16 k.  
 Person Friday  
 Good typing. Purchasing and expediting experience preferred. Unionville. 16 k. plus benefits.  
 Sales Co-Ordinator  
 For busy company. Excellent typing required. Maple. 23 k.  
 Cashiers  
 Flex hours. Unionville.  
 Secretary  
 For hectic sales office. 80 wpm. typing. Markham. 18 k.  
 We have many other permanent and temporary positions available. Register today.  
**884-6782**

**TAKE OUT RESTAURANT**  
 Requires permanent part time person. Must have own transportation. Weekend and evening shifts.  
 Call:  
**887-5822**

**Sales Co-ordinator**  
 We offer a growth opportunity to a person with good typing skills, excellent command of English and good communication skills in our Sales Department.  
 Responsibilities include regular communications with customers and field offices, typing, filing and providing clerical support for advertising and promotion programs.  
 Please send resume to:  
**Personnel Department**  
**EIRICH MACHINES LTD.**  
 P.O. Box 550, Maple, Ont. L0J 1E0

**PART TIME - EVENINGS**  
**MONDAY TO FRIDAY**  
**5 - 10 P.M.**  
 Duties include answering phones for arena-hall-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)

**PART TIME SECRETARY**  
 Wanted  
 Evenings and occasional days. Please call:  
 Judi Atkinson  
**298-3113**

**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 3:30 - 6 p.m.  
**STUDENTS** required for part time farm work. 895-9461.

  
**THE TOWN OF WHITCHURCH-STOUFFVILLE** requires  
**BUILDING INSPECTOR/ PLAN EXAMINER**  
 The Town of Whitchurch-Stouffville has an immediate opening for a person in the above capacity.  
 A minimum of three years experience in a comparable position for a Municipal Building Department is essential and preference will be given applicants with O.B.O.A. Certification or eligible for certification. Initially this position will be considered temporary; however, it may lead into a permanent position.  
 The Municipality offers a competitive salary and benefit package, with the actual salary to be established in accordance with The Town's 1985 schedules.  
 Interested individuals are invited to submit their application including resume to the undersigned not later than March 4, 1985.  
 Bruce Arrowsmith  
 Chief Building Official  
 Town of Whitchurch-Stouffville  
 P.O. Box 419  
 Stouffville, Ont. L0H 1L0

  
**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, 2-4:30 p.m.**  
 Hwy #7 & Markham Road  
 Markham

**VOLUNTEER SECRETARY**  
 Wanted for York Summit District Boy Scouts. Equipment supplied. Contact:  
 Anne Chambers  
**883-5202**

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

**E.C.E. GROUP TEACHER**  
 With minimum 3 years experience  
**477-4778**

**PERMANENT PART-TIME**  
 Position available involving evenings and some Saturdays. Congeniality and flexible hours essential. Some typing. Should be able to start immediately.  
 Chiropractic Centre  
 134 Main St. N.  
 Markham, Ontario  
**294-1400**  
 Apply Thurs., Feb. 21  
 4 - 8 p.m.

**Skilled Help 510**  
 Applications are being accepted for a part-time position as a Technical Assistant at the Markham District Museum.  
**Job Description:**  
 - light and heavy maintenance work - wood working, mechanical repairs, painting and a variety of other jobs.  
**Qualifications:**  
 - ability to work effectively with other Museum staff.  
 - good working and mechanical skills.  
 - familiarity with power tools.  
 - an interest in history and Museum work.  
 valid class "G" driver's licence.  
 Resumes should be forwarded by March 1, 1985 to  
 Mr. C.M. Bagley,  
 Technical Supervisor  
 Markham District Historical Museum  
 R.R. #2  
 Markham, Ont. L3P 3J3  
**1-(416)-294-4576**

**Office Help 515**  
**CLERK TYPIST**  
 required for busy credit office. 1-2 years business experience preferred. Call Mr. Clifford.  
**475-9660**

**DATA ENTRY CLERK**  
 6 months experience, Steeles/Woodbine, competitive salary. Contact:  
 Charlotte Hame  
**661-3711**

**EXPERIENCED BOOKKEEPER**  
 For Daheim Nursing Home  
 Phone  
**852-5191**

**ORDER** Desk/Receptionist, with computer background an asset. Non-smoker preferred. Start immediately 475-6836.

**PERSON FRIDAY**  
 Reception, telephone, typing and other general office duties. Experience in electrical contracting office preferred.  
 Reply Tues & Thurs "AM" only  
**477-7633**

**CLERK TYPIST**  
 Position requires a knowledge of inventory, purchases and working experience in a parts department. Typing skills essential. Call Elmer Mulhall.  
**499-4822**

**RECEPTIONIST/TYPIST**  
 Rapidly expanding Computer Company in the Woodbine/Steeles area; requires the services of an outgoing, well groomed individual who can type 55 wpm and is able to handle a busy phone system.  
 Our company offers an excellent benefit package including dental, medical, life insurance, stock purchase plan along with a pleasant working environment. If you qualify and are interested, please call for an appointment.  
**GENAMATION INC.**  
**475-9434**

**ACCOUNTING CLERK**  
 Mature person required immediately with knowledge of all phases of accounting, typing and computer input. Buttonville location.  
**477-7650**

**EXPERIENCED BOOKKEEPER**  
 Responsibilities include MONTHLY FINANCIAL STATEMENTS for a manufacturing company in Woodbridge.  
 Must have own transportation.  
**851-1118**


**RECEPTIONIST TYPIST**  
 Required for busy commercial developer located in Woodbine/Steeles area.  
 Applicants must have a pleasant telephone manner as well as fast, accurate typing skills. Real Estate background an asset but not necessary. Please call Lois.  
**474-0270**

**RECEPTIONIST/SECRETARY**  
 Rapidly expanding company requires an experienced individual to perform the following duties:  
 • Receptionist  
 • Typing (60 w.p.m.)  
 • Filing  
 We offer excellent benefits and good working conditions. For appointment please call D. Stephens.  
**SAILRAIL ENTERPRISES**  
**665-2974**

  
**REAL ESTATE**  
**RECEPTIONIST/SECRETARY**  
**UNIONVILLE/MARKHAM**  
 Great opportunity to join our dynamic administrative team. Two junior positions available; 9 a.m. - 5 p.m. and 1 - 9 p.m. weekdays. Must have TREB member office exposure. Good typing and bubbly personality. Call Mrs. Wasser:  
**498-7100**

**RECEPTIONIST/TYPIST**  
 Junior position, required for Markham Audio Distributor.  
 Order desk, excellent telephone manner and secretarial skills required. Shorthand an asset. Please call Barbara Fletcher:  
**294-4833**

**PERSON FRIDAY**  
 Required immediately for Markham office. Must type 60 wpm. Call Sylvia:  
**471-4312**

**LAW and FINANCE SECRETARY**  
**18-20 K**  
 North Toronto firm is looking for an executive secretary with at least 1 1/2 years legal secretarial experience and 3 years secretarial work.  
 Must have knowledge of word processing. Dicta and shorthand an asset.  
 Community College or equivalent a must. Ability to deal with all levels of management and work well under pressure.  
 Excellent Company benefits. Car an asset.  
  
 Linda  
**492-8502**


**ACCOUNTS PAYABLE CLERK**  
 Shepherd Products has an opening in the accounting department for an accounts payable clerk.  
 The successful applicant will have several years of experience in accounts payable, preferably in a manufacturing company using computer terminals.  
 This position offers competitive salary and benefits.  
 Please call  
 Personnel Manager  
 Shepherd Products  
 8016 Kennedy Rd.  
 Markham  
**475-6454**

**Century 21**  
**ARMOUR REAL ESTATE INC.**  
 Member Broker  
 Canada's #1 Century 21 office is enlarging the winning team.  
 Our international image together with our professional marketing tools and Career Track™ training can make you a winner with Century 21 Armour Real Estate Inc.  
 Let's talk about your future!  
 Markham: Sue Meadows - 294-2533  
 Unionville: Joyce Spensley - 477-2533

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

**RETAIL SALES**  
 Living Lighting is looking for full time and part-time sales persons for our newest location. Experience preferred. Apply in person:  
 266 Wellington St. W.  
 (McCowan & Hwy #7)  
 9 a.m. - 9 p.m.

**WOULD YOU LIKE TO OWN YOUR OWN COMPANY? WOULD YOU LIKE TO DOUBLE YOUR INCOME?**  
**ARE YOU A COMPUTER FORMS SALESPERSON? IF THE ANSWER IS YES**  
**PHONE: RICHARD DUSK 497-9777**  
**DYNASTY COMPUTER SUPPLIES**

  
 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**

**POT POURRI KITCHEN SHOPPE**  
 Currently seeking mature part time sales consultants for evenings and Saturdays at our Markville Shopping Centre location.  
**477-7337**

**SALES HELP**  
 Exceptional opportunity to earn money part time.  
 • Experience in direct sales or telemarketing would be useful.  
 • We will train self-motivated people with a pleasant telephone manner.  
 • You will set up telephone appointments with local business people from the convenience of your home during the day.  
 • Earn up to \$75.00 to \$100.00 for 6 hours of your time.  
 Please call 9am - 5pm  
**638-6736**

**PARTICIPATION HOUSE**  
 Requires a Registered Nurse  
 11 p.m. - 7 a.m.  
 Regular, part-time, rotation. Please call  
 Mrs. Lynne Wasyluk, 7 a.m. - 3 p.m.  
**294-0944**

**PART TIME R.N.**  
 Needed for Daheim Nursing Home  
 Phone  
**852-5191**

**I.V./E.C.G. TECHNICIAN**  
 Must have 2-3 years experience. Hours Monday to Friday 4:30 - 8:30 p.m. and Saturday 8:30 a.m. - 3:30 p.m.  
**252-5371**

**REGISTERED NURSE**  
 Part Time  
 also  
**HEALTH CARE AIDS**  
 Full & Part Time  
 Required immediately. Apply in person with resume:  
 Best View Health Care Centre  
 Hwy 7, Markham

**X-RAY TECHNOLOGIST**  
 (Part-time) required for private Markham office. Evenings and possibly Saturday mornings.  
**294-9801**

**Domestic Help Wanted** 540  
 BUSY horse farm family needs housekeeper/cook. Live in. Must drive. Stouffville area. 640-1490

**PART TIME** housekeeper/sitter, 4-5 days per week, 3-6 p.m. Housecleaning, starting supper. Boy 12, girl 8. Call 477-6166 after 6 p.m.

**Domestic Help Available** 541  
 RESPONSIBLE person. Housework in Markham area. References: 683-5314.

**CLEANING** lady, reliable and honest, will do very thorough job for \$55. Floors, windows, etc. 640-4300.

**Career Training** 560  
**TV AND RADIO**  
 N-I-B is now interviewing new people for News, Commercials, Talk Shows, DJ and Sports, TV and Radio Announcer training. Part or full time. Dial  
**964-3616**

**Employment Wanted** 565  
 BOBCAT - \$30.00 per hour. Backhoe and truck work. Clean your barn, dig for fence post holes and swimming pools, etc. Top soil - sand & gravel for sale. 640-4561 or 852-7311

**MARKHAM**  
**TOWN OF MARKHAM**  
**HYDRO ELECTRIC COMMISSION**  
**NOTICE**  
 Markham Hydro will be calling tenders for design, supply and construction of a package 230-27.6 KV transformer station.  
**EXCEPTION**  
 Markham Hydro will provide  
 - site preparation  
 - two main power transformers  
 Those parties wishing to be prequalified please contact:  
 C.S. Parmenter, Director of Engineering at 477-3810 ext. 239 no later than February 22, 1985

**Tenders** 609  
  
**The Markham Board of Trade**  
**FOR SALE**  
 Portable Classroom, approximately 952 sq. ft. Includes Furnace, Carpeting throughout, light fixtures.  
 Offers to Purchase will be received by Friday, February 22nd, 1985 at 4:00 p.m.  
 The Markham Board of Trade reserves the right to reject all tenders, or to accept any tender, not necessarily the highest.  
 Cost of removal of building from site at Purchaser's expense.  
 Further information call 474-0730. Monday-Friday 9:00 a.m. - 5:00 p.m.