

General Help

HI-CORPS
OFFICE ASSISTANCE LTD.
10096 Yonge St. Richmond Hill

SUPER SEC. For property management div. Exp. in urban planning Dept. Markham.

DYNAMITE DICTA-TYPIST. Do not apply unless you type 75 wpm. min. Steeles/Keele. 18 k.

FABULOUS RECEPTIONIST. No typing. You must have exp. on a busy board. Super communication skills and above average grooming. Markham. Sal. neg.

EXEC. SEC. FOR PRES. Magnificent surroundings. Must have shorthand. WP an asset. Markham. 18 to 20 k.

CREDIT/COLLECTION CLERK. Exp. in manufacturing. Concord. 18 k.

SEC. FOR PLANT MGR. Exp. in purchasing/operations area an asset. Good accurate typing req. Downsview. 15 k.

SALES SEC. For exciting new co. Exc. appearance. Min. 55 wpm. typing. Downsview. 16 k.

EXEC. SEC. FOR PRES. Shorthand req. Exc. communication skills and above average personal presentation. Downsview. 17 to 19 k.

CLERK/TYPIST. Gen. clerical duties. Concord. 13 k.

FIGURE TYPIST. 65 wpm. accurate. Concord. 17 k.

Many other permanent and temporary positions available. Register to-day.

884-6782

ATTENTION MOTHERS & OTHERS

Little Things, a unique shop-at-home children's wear party plan needs aggressive self-motivated Sales Consultants. Earn good pay on commission basis at your convenience, with no investment on your part. Car a must.

Call: 731-3412

HOMEMAKERS & HOME HEALTH AIDES
Needed to care for THE ELDERLY, DISABLED and CONVALESCENT in their own home. All areas and live-in positions available. EXPERIENCED PEOPLE preferred.

COMCARE — 929-3364.

RN'S/RNA'S
EXPERIENCED NURSE AIDES
30 NEEDED STAT. FULL and PARTTIME POSITIONS. A variety of assignments available. For an interview please call:

COMCARE — 929-3364
TORONTO/NORTH YORK/RICHMOND HILL/MISSISSAUGA/BRAMPTON

Mill Room Assistant
MAINTENANCE SUPERVISOR (Junior Position)

Previous experience an asset, but no essential.

Some heavy lifting involved.

Previous applicants need NOT apply.

Apply in person, between 9 a.m. and 12:30 p.m., Wed. Feb. 27th, Thurs. Feb. 28th and Fri. March 1st.

Lester Inks and Chemicals Ltd.,
55 Glen Cameron Rd., Thornhill

We offer an entry level position to a high school graduate, preferably with some education in science.

Duties include conducting sand tests, tabulating results with graphs, and general office duties.

Please send resume to:
Personnel Department.

EIRICH MACHINES LTD.
P.O. Box 550, Maple, Ontario
L0J 1E0

Go to work IMMEDIATELY

- Industrial Workers
- Light Packaging
- Order Pickers
- Assembly
- Warehouse Workers

These long and short-term assignments are ideal for homemakers and available in the Markham/Willowdale areas. Safety boots are required for some assignments and a car would be a definite asset.

Call Cathy today at:
499-6365

MANPOWER
TEMPORARY SERVICES

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 2-4:30 p.m.

Hwy #7 & Markham Road
Markham

CAREER OPPORTUNITY

A quality garment manufacturer is considering locating in Whitchurch-Stouffville. They will need:

- Skilled
- Semi-Skilled
- Unskilled Workers

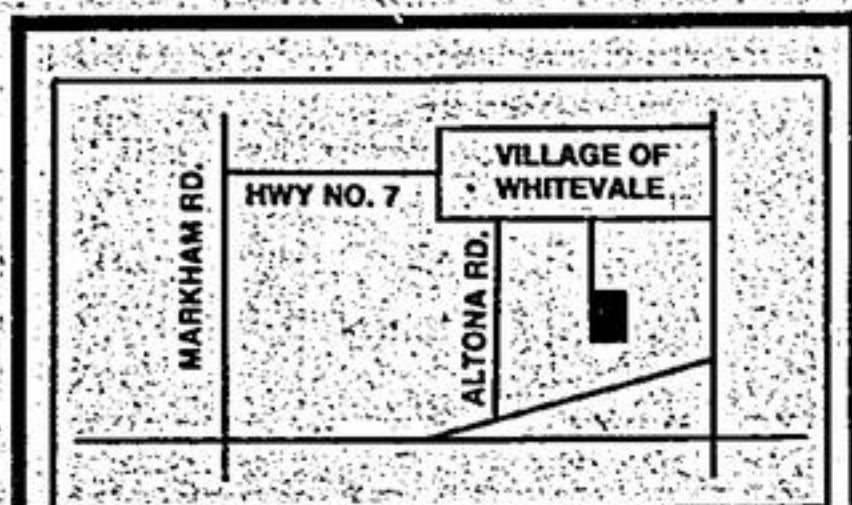
Work in a modern factory with a pleasant working environment. Day care may be available. If you are interested in a position, please write to:

JOB OPPORTUNITY
Care of Town of Whitchurch-Stouffville
Box 419, Stouffville, Ont. L0H 1L0

Please include:

- Name, Address, Phone #
- Whether or not you have experience in the garment industry
- Do you own a sewing machine
- Do you require day care
- Suggested remuneration

THIS AD SPONSORED BY
THE TOWN OF
WHITCHURCH-STOUFFVILLE
ECONOMIC DEVELOPMENT
COMMITTEE



WHITEVALE Golf Club

Concession Rd. #5 and Golf Road
Whitevale, Ont.

Will have openings for the following positions
From April 'til (approx.) November:

HOSTESSES-BAR TENDER
WAITRESSES-WAITERS
COOKS for Breakfast and Dinner
COOKS HELPERS
CLEANERS FOR DAY AND NIGHT SHIFT
DISHWASHERS
BUS PERSONS

Must have own transportation.
For appointment call:
Mr. Roosen — Manager
(Between 9 AM - 4 PM)

294-9600

WARRANTY CLAIMS CLERK

Due to our growth we require a self-starter to assist in processing warranty claims. The position requires excellent clerical skills, good communications and good sense of logic.

Although this is not a typing position some knowledge of the typewriter keyboard is essential to learn data entry.

The ideal applicant must have at least 2 years office experience in an accounting or A/P position and should be capable of solving day to day problems without supervision. Car essential as we are not located on bus route.

Please send your resume and salary history to:

M. O'Leary
Mitsubishi Corporate Service,
8885 Woodbine Ave., Markham,
Ontario, L3R 5G1

Prestigious Educational Publisher

Has immediate openings for telemarketing program for 2 part-time people, 5 hours a day, Monday to Friday. Must be able to converse fluently with school principals, teachers, librarians. Long term possibility with summer and Christmas off, suit parent of school age children. Previous telephone work an advantage. Good hourly rate. Steeles and Woodbine area. Call for appointment

Grolier Ltd.,
474-0333

CARETAKER/ MAINTENANCE WORKER

Part time position involving caretaker and light maintenance duties for apartment building in Markham. Knowledge of cleaning machines and handyman skills. Start 24 hours per week. Suitable for semi-retired or mature person.

Call:
471-5951

OCCASIONAL PART TIME HELP WANTED

Inserting newspapers. Possible night or day shifts. Steeles and Victoria Park area.

Phone
Nina Penney
493-1300 ext. 238

PART-TIME HAIR STYLISTS
required Pharmacy/McNicoll area. Excellent opportunities for ambitious professionals. Call:

493-6860

GOLDEN GRIDDLE PANCAKE HOUSE

266 Wellington St. West
Markham
Hwy. 7 east of McCowan Rd.
Experience Preferred
Requires bright, energetic persons
For full time positions

HOST/HOSTESS
WAITER/WAITRESS
DISHWASHER
COOKS

Please apply in person at the above address to:
ROGER CHIU

ADMINISTRATIVE ASSISTANT

We require an individual to handle the following:

- all correspondence typing
- administration of employee benefit programs
- maintenance of employee personnel records
- to assist the General Manager in administration of corporate and legal affairs

The applicant must have previous office experience. Typing skills of 60 wpm. and experience with word processing are essential. The individual required must be a self-starter, able to demonstrate initiative and judgment. Must have own transportation. Salary range 18K to 20K. Reply to:

Lyn MacFarlane, Comptroller
OK Transportation,
830 Passmore Ave.
Scarborough, Ont. M1S 3B2

Economist & Sun

The Distribution Department is looking for an energetic person to work 3 evenings a week verifying flyer delivery. This position involves a great deal of contact with the public by phone. Good telephone manner very important.

If you are interested in applying, please contact:

Vicki Duffield
294-8244

FOREPERSON

Experienced and responsible warehouse & shipping foreperson required for growing Packaged Goods Company. Salary \$15-17,000 annually.

475-3637
Markham

GREENHOUSE help. Experience would be an asset. 887-5036

GREENHOUSE help required. Also student for weekends. Richters, Goodwood. Apply in person, one mile east of Goodwood, south side of Hwy 47.

JOB TRAINING and placement help in heavy trucks through Merv Orr's Toronto Branch, 251-9073

MEDICAL Receptionist part-time 2 or 3 days weekly, Doctor's office. Hwy. 7 & McCowan 226-3870 evenings.

NURSERY PERSONS

White Rose Crafts and Nurseries, a rapidly expanding retail chain now with 10 locations requires experienced horticultural personnel with a nursery background. Full time positions available immediately, resume must include possible starting date. Send resume to the attention of:

Mr. Ted Blair
White Rose Crafts & Nurseries
Sales Limited
4038 #7 Highway
Unionville, Ont. L3R 2L5

RECEPTIONIST

for Unionville medical clinic. Please call between 9 a.m. and 1 p.m.

477-7741 **284-9111**

RECEPTIONIST CLERK TYPIST

Required for company in north east Scarborough area. Good typing skills and telephone manner essential. Must be accurate with figures and able to handle general office routine. Previous accounting experience an asset. Must have own transportation.

Box 4035
Economist & Sun
9 Heritage Rd.
Markham, Ont. L3P 1M3

TOOL & DIE MAKER

Tool and die maker required for immediate employment. Must have experience on precision tooling, progression dies. Apply to:

GLITSCH CANADA LTD.
Uxbridge, Ontario

852-3381

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

WAREHOUSE STAFF
JOHN ST. WOODBINE AREA

Busy Bodies warehouse requires **FULL TIME & PART TIME** staff for merchandise ticketing and order picking.

Part Time work will be of particular interest to persons looking for flexible employment from 9:30 a.m. - 3:30 p.m.

Apply in writing only to:
Chris Briggs
Busy Bodies
2600 John St., Unit 220
Markham, Ont. L3R 3W3

SUMMER EMPLOYMENT

The Town of Whitchurch-Stouffville Parks and Recreation Department is accepting applications for positions in aquatics and the children's day camp program.

Please submit written applications to the:
Parks and Recreation Office
50 Main Street West
P.O. Box 419
Stouffville, Ontario. L0H 1L0
no later than Friday, March 15, 1985

WEEKENDS ONLY
RESPONSIBLE PERSON FOR FINE FOOD SHOP IN UNIONVILLE.

881-0795
(evenings)

- Experienced Baker - European training an asset.
- Experienced Waiters/Waitresses.
- Cleaning person - Mondays only.

Apply in person to:
Stonemill Bakehouse
149 Main St.
Unionville, Ontario

TRAVEL COUNSELLOR

With at least 3 years experience for an Agency, 20 minutes north of Markham. Part time.

473-3518

SHOPPERS DRUG MART

Is looking for part-time day help, hours approximately 10am - 4pm, 2 - 3 days per week.

Also needed is part time evenings/weekend cashiers and stock clerks. Apply in person: Mon - Fri.

SHOPPERS DRUG MART
MARKVILLE MALL

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

HAIR STYLIST EXPERIENCED

With clientele for a new salon in Markham.

471-5730

SEWING MACHINE OPERATORS
wanted

Warden/Steeles area

497-2266

Person needed to train through the Ontario Youth Opportunities Program as a junior florist. Must be between the ages of 16 to 24 and have been out of work for at least 3 months. Drivers licence required.

HUDSON FLORAL DESIGN LTD

640-2025

CALATHUMPIAN'S
189 Main St., Unionville

Requires
Full Time Cooks
Apply in person
9 am - 12 noon
2 pm - 5 pm

FRONT-DESK RECEPTIONIST UNIONVILLE

Busy chiropractic office desires high energy front desk receptionist. Must have minimum 60 w.p.m. typing and good office and communication skills. Will train the right person. Call:

477-5557

PRESSER

for new dry cleaning plant.
Country Club Cleaners

294-6330

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

MARKHAM MAIDS

Has immediate openings for mature minded, dependable persons to perform light housekeeping duties as part of a team. Must have driver's licence.

294-9871

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 BCS
Markham, Ont. L3P 3J3

1-(416)-294-4576

Office Help 515

ACCOUNTING Clerk, past accounting experience required. Starting salary \$250/week. Please bring resume or fill in application at 41 Steelcase Rd. West, Markham

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

MAI SENIOR ACCOUNTS PAYABLE CLERK

Accounting Department requires Senior Clerk for their Accounts Payable Group.

Applicant should have a good background in a computerized accounts payable system environment, ability to supervise junior personnel, reconcile vendor's monthly statements and meet weekly and monthly deadlines.

Well established computer company located in Steeles/Warden area.

Please send resume, stating salary requirements to:

MR. H.C. ASSING
MAI Canada, Ltd.
120 Amber St.
Markham, Ont. L3R 3A3
(No agencies please)

SECRETARY/FRIDAY

Convenient downtown location, flexible hours and a beautiful working environment - what more could a job offer! One of Data Overload's clients is looking for a well organized secretary. If you have some computer knowledge it would be a definite asset!

Call Now - Get Rid of Those Winter Blahs!

Call Yvonne Tennenbaum at
967-3546

Data Overload

JUNIOR SECRETARY

Our sales department has a temporary position for a junior secretary. This will start as a replacement for an employee on maternity leave.

Preference will be given to the applicant with good typing skills; pleasant telephone manner and previous related experience.

We offer a competitive salary and benefits. Please call:

Personnel Manager
475-6454

SHEPHERD PRODUCTS
8016 Kennedy Rd., Markham

SWITCHBOARD typist, part time position available 4th day for bright, neat operator. Own transportation. N.E. Metro. 475-0430.

SMALL business looking for a secretary able to answer phone, type, organize files and assist in all aspects of running a small office. Contact Paul 477-8890