

# Temporary Opportunities

American Express Canada Inc. has several opportunities for temporary assignments to last approximately two to three months.

You must have good clerical skills, perform neat and accurate work, and have a good telephone manner. Previous experience in a credit environment would be an asset, as would typing skills. Several of these positions require bilingual staff. Some may require working an afternoon shift.

If you are interested in a short-term assignment over the next few months, please mail or deliver your resume to:



Personnel Administrator  
85-1/KJB/JB  
American Express Canada, Inc.  
101 McNabb Street  
Markham, Ontario L3R 4H8

**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

**Country Style Donuts Experienced BAKER**  
Country Style Donuts has an opening for an Experienced Baker.  
Applicants must have strong mechanical aptitude and possess a keen sense for detail.  
Must have own transportation and be willing to work some weekends.  
Please forward resume, giving employment history and salary expectations to:  
8370 Woodbine Ave., Markham, Ont. L3R 4N7  
Attention: L. Curran

**LANDSCAPE MAINTENANCE HELP**  
School completed. No job opportunities? We are looking for enthusiastic help. No experience necessary if willing to learn. Year round. Good prospects. Call:  
474-9582  
8am - 11am

**LANDSCAPE CONSTRUCTION AND MAINTENANCE**  
Full time foreperson and laborer positions now available for landscape company in Pickering. Experienced only, need apply. Must have own transportation - references.  
294-8160 or 284-0444

**WATER/WAITRESS**  
Days, full time for a popular Unionville DINING ROOM.  
Please call Gwen:  
477-4866

**OFFICE HELP PART-TIME**  
Typing, filing, use of calculator and other related office duties. Some bookkeeping experience useful. Call:  
475-7793

**OPPORTUNITIES AVAILABLE**  
Crothers Limited is Ontario's largest heavy equipment dealer.  
Recent promotions have created several full-time office positions which are suited to both male and female applicants.  
Interested persons are invited to visit us between the hours of 8:00 a.m. and 5:00 p.m. and complete an Application for Employment form.  
Interviews will be held at a later date.  
We are located on the south side of Hwy 7 between Jane St. and Highway 400.

**CROTHERS**  
YOUR CATERPILLAR DEALER

**OPPORTUNITY OF A LIFETIME**  
If I can triple my income in 6 months and win unbelievable gifts, so can you. Part time or full time beauty consultants for a #1 cosmetic product. NO INVESTMENT OR DELIVERY. High commission earnings, complete training provided. No experience necessary.  
You have nothing to lose and a lot to gain. Call Sherry  
640-6357  
between 9 a.m. - 4 p.m.

**Topcuts**  
NEW & EXPERIENCED HAIRSTYLISTS  
Progressive opportunities available immediately MARKHAM (McCowan & #7)  
Full & Part time possibilities for recent graduates and other stylists with management potential in some other Metro locations also.  
• Basic with regular reviews  
• Good commission  
• Topcuts technique training  
• Promotion prospects  
For More Information Call:  
223-1700

**PERSON FRIDAY**  
Insurance Office. 1 year office experience, typing, phone, drivers licence, references. Permanent part-time.  
Call Mr. Fisher  
293-7230

**PARTS PERSON**  
We have expanded our Parts Department and require one additional person to handle:  
• Counter sales  
• Inventory control  
• Warranty claims  
• Some pickup and delivery  
Valid drivers licence required. Excellent company paid health plan. For an interview call:  
B.E. LARKIN EQUIPMENT LTD.  
Kennedy and Stouffville Road  
477-3940 or 887-5262

**PART-TIME LANDSCAPE DRAFTSPERSON**  
needed for:  
Design/Build Landscape Firm. Mornings. 3 years drafting experience. Call:  
294-0333

**RECEPTIONIST/TYPIST**  
Attention: University Students  
Receptionist/Typist wanted for 3 hours per day. Could become a full-time summer job. Must have good typing skills. Call:  
475-1105

**PURCHASING/ORDER PROCESSING**  
Immediate full-time opening for a mature, well organized person to take charge of order processing, purchasing, plus other related functions.  
Plant location at 26 Laidlaw, Markham.  
Call:  
471-4905  
for interview appointment

**3RD OR 4TH YEAR C G A STUDENT**  
Interested in Public Accounting  
Send resume to:  
Box 1450  
Stouffville, Ont.  
L0H 1L0

**REGISTERED NURSE**  
2 nights a week. Experience in geriatrics preferred. Apply to:  
Parkview Home  
640-1911

**RECEPTIONIST/SECRETARY**  
Responsible individual required for a variety of duties in busy office, located in Stouffville area. Pleasant telephone manner and good typing skills are essential. Telex experience an asset.  
Mr. R. Gosse 888-1987

**ROUTE SERVICE PERSON**  
Required for expanding vending and office coffee company to deliver products and do minor repair work. Must be physically fit, mechanically inclined and self motivated. Don Valley Parkway & Steeles area. Call Mr. Wood:  
475-5810

**SNACK BAR COUNTER PERSONS ADULTS AND STUDENTS**  
Apply in person  
Parkview Golf Club  
Steeles Avenue  
293-2833

**SKETCHLEY CLEANERS**  
is looking for mature students to work evenings and Saturdays. Apply at:  
Sketchley Cleaners  
Markville Mall.

**SWITCHBOARD EVENINGS**  
General Motors Dealership  
Requires an experienced switchboard operator and receptionist. Hours 4:30 p.m. - 9 p.m. Monday to Thursday. 9 a.m. - 6 p.m. Saturday. Typing an asset.  
Sheppard Ave. E & Markham Rd.  
Mrs. Kelly  
291-5054

**SHIPPER/RECEIVER**  
With 2-3 years experience. Needed immediately. Knowledge of all warehouse procedures a must. Should be accurate and reliable. Good benefit package.  
Warden/Steeles area  
475-7793

**SENIOR SECRETARIES \$20,000**  
Experienced Secretaries for positions in the Markham, Concord and North Scarborough areas. Many of these in Sales/Marketing environment of well established companies.  
Excellent benefits and growth potential.  
Call Linda

**PART-TIME RECEPTIONIST**  
Markham Company is looking for a high energy Switchboard Operator to work 11:30 a.m. - 5 p.m. Mon - Fri. Must have car. Company will train.  
Call Anne  
492-8502

**SPECIAL NEEDS FAMILY WANTED**  
Parent relief home needed in southern part of York Region to provide short term and emergency relief to mentally and physically handicapped persons of all ages and functioning levels.  
A monthly retainer fee plus a daily fee for the care of handicapped person will be offered.  
Experience in the M.R. field, Behaviour Management, and other related areas would be an asset, plus a caring and warm family environment for the handicapped person to be a part of.  
This job offers flexibility and a challenge to the right family.  
For more information call:  
Cathi Buckley  
884-9110 or 889-5239

**ASSISTANT for ACCOUNTING DEPARTMENT**  
Must have knowledge of Accounts Payable preferably on computerized systems. Competent typing skills and good telephone manners essential.  
Call Annette to arrange interview.  
475-3000

**ADMINISTRATIVE ASSISTANT**  
A challenging and responsible position available for an individual with excellent administrative and inter-personal skills for a data processing firm. Duties include: word processing, dicta; purchasing and managing all office supplies; reception relief; manage system documentation and administrative and marketing help. Excellent salary for the right individual. Please forward resume:  
Encom Information Systems Inc.  
Attention Linda Kellett  
33 Ferrier St.  
Markham, Ont. L3R 3K6  
475-6750

**AUTOMOTIVE ORDER DESK**  
Busy Sales Desk requires an individual with job related experience, keyboard ability and pleasant telephone manner. Automotive knowledge a definite asset. Must have own transportation. Call:  
Lucas Industries Canada Ltd.  
Automotive Equipment Division  
30 East Wilmot Street  
Richmond Hill  
731-5100

**BABYSITTER/Housekeeper** 3 days per week. Markham. Non-smoker. References. 471-5772

**BAKER APPRENTICE and WAITRESS/WAITER PART-TIME BAKER**  
European training an asset  
Apply in person  
Stonemill Bakerhouse  
149 Main St.  
Unionville

**CAREERS IN TRUCKING** Driver, job training and placement help in heavy trucks is possible through MERV ORR'S, Toronto Branch. Call (416) 251-9073

**SALESPERSON** for John Deere Lawn & Garden tractor equipment company. Call 640-2692

**CLERK-TYPIST**  
Fast growing company in the Warden and Denison area requires a full time person for our Service Department. Applicant should have good typing skills, filing and excellent telephone manners. Salary commensurate with qualifications. Please reply in writing to:  
P.O. Box 2079  
Markham

**COOK/KITCHEN HELPER**  
Mature person, European cooking experience helpful. Must have own transportation.  
Apply in person to:  
THE HUNTER'S NEST  
Hwy 48 and 19th Ave.  
640-2900

**CLERK/TYPIST**  
We are a manufacturer of high voltage electrical equipment and we require a clerk/typist for our busy Marketing Department.  
Duties will include typing, filing, mail processing, telex and switchboard relief.  
A grade 12 education with secretarial courses and at least 1 year's office experience are essential, as is accurate typing at 50 wpm.  
Please apply to:  
Marilyn Pringle  
Trench Electric  
71 Maybrook Dr.  
Scarborough, Ont. M1V 2L5  
298-8108

**EXPERIENCED Sales Help** Required, for Ladies Boutique in Markham. Mature person preferred. Call for appointment 475-2037.

**SOLD**

**Century 21**  
ARMOUR REAL ESTATE INC.

\* If you've always wondered about real estate but never taken that first step.  
\* If you've always wanted a well-paid job but need training.  
\* If you thrive on hard work and great results.  
\* Isn't it time you talked to me?  
\* You could be part of the Top Century 21 team in Canada

Call the Markham office of Century 21 ARMOUR REAL ESTATE INC. at 294-2533 and ask for SUE MEADOWS

**Country Style Donuts Counter Help**  
Permanent Full-Time  
Good starting wage.  
Apply between 7 am and 2 pm  
8370 Woodbine Ave., Markham  
(Just south of Hwy 7)  
475-1155

**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

• FULL-TIME EXPERIENCED SHORT ORDER COOK  
• FULL-TIME DISHWASHER  
Apply in Person to:  
STAGECOACH RESTAURANT  
WOODBINE AND BLOOMINGTON  
Or Call: 727-5329

**FACTORY HELP**  
Required by automotive parts rebuilders, Keele and Langstaff area. Will Train.  
Apply in person:  
96 PLANCHET ROAD

**Economist & Sun**  
The Economist & Sun Distribution Department is looking for an enthusiastic, bright individual to be a District Representative. This position involves a lot of contact with our carriers and the public, and working 3-4 evenings a week and alternating Sundays.  
For more information please contact:  
Vicki Dufield  
294-8244

**FARM HELP**  
Knowledge of farm machinery required.  
Call: 477-4028

**FILE CLERK**  
required immediately.  
Pleasant telephone manner, and an aptitude for figures necessary. Please call:  
Peggy Hayes  
477-0030

**LANDSCAPE labourers** wanted. Phone 640-2914  
**LANDSCAPERS**, greenhoused needed to start immediately, call 477-7787

**FARM HELP**  
Position available with large cash crop grain farmer for someone willing to work long hours during busy seasons. Experience with large machinery an asset. University student would receive consideration.  
640-6282

**Family Trust**  
FAMILY TRUST CORPORATION

Ever thought of a career in Real Estate and done nothing about it?  
Spend an hour and obtain complete information on: Government required education, Family Trust sales training, Income opportunities.  
For a confidential interview call:  
Erla Kulba  
Unionville Office 477-1270  
Betty Webber  
Markham Office 294-1372  
Pat Zwaal  
Stouffville Office 640-2082

**GROCERY STORE FULL-TIME**  
Help needed  
5-6 evenings a week experience in deli, produce or bakery preferred but not essential.  
471-4786

**GARDENER**  
Experienced, mature responsible person to maintain Club House flower beds and gardens.  
Apply in person to:  
YORK DOWNS GOLF CLUB  
Unionville

**GAS BAR ATTENDANT**  
Required immediately  
Hours 11 p.m. - 7 a.m.  
Monday - Friday  
Apply in person  
PETRO CANADA  
HWY 48 & HWY 7

**GENERAL WAREHOUSE ASSISTANT**  
With ability to paint and do rough carpentry. Age 17-24. Will train. Phone:  
Mr. Ceballo  
475-0920

**GENERAL HELP REQUIRED**  
For office furniture call:  
475-0505

**HAIRDRESSER** needed, Markham/ 294-3232

**LABOURERS**  
Maintenance Personnel required for general Golf Club maintenance tasks.  
Apply in person to:  
YORK DOWNS GOLF CLUB  
Unionville

**MOLLY MAID**

Due to an increase in the number of new customers, Molly Maid requires additional staff to work as part of a professional cleaning team. Must be bondable.  
Hours 8:30 a.m. - 4:30 p.m. Monday to Friday.  
Be part of a fast growing industry. Call:  
477-6243

**STAFF**  
Required for recreation program for 6-12 year 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.