

**RECEPTIONIST/SECRETARY**

Required for Markham Located Company  
Pleasant personality, good typing and spelling a must.

Full company benefits

Please reply in writing to:

**Delia Stewart**  
La Prairie Electrical Products  
7 Heritage Road  
Markham, Ontario  
L3P 1M3

We are a nationwide record and tape retailer located north of Warden and Steeles with 2 job openings.

**SR. A/P CLERK**

We are looking for an individual with previous experience in this capacity, and good telephone skills. Candidate should be able to work well under pressure and independently. Main duties for this position are supplies reconciliation and handling supplies inquiries.

**JR. A/P CLERK**

We require an individual with previous A/P experience. This position involves matching of trade invoices and entering accounts payable data into the computer — speed and accuracy is a definite requirement. Previous data entry experience is preferred but not essential.

Both positions are available immediately. If you are interested in either position please send your resume with salary expectations ASAP to:

**C. TETLOW**  
Sound Insight Ltd.  
461 Alden Rd. #21  
Markham, Ont.  
L3R 3L4

**RECEPTIONIST**

We require an experienced part-time or full-time receptionist. Good telephone and typing skills a must. Competitive salary and benefits.

**SEND RESUME TO: KEVIN GORANSON**

Cosburn, Griffiths and Brandham  
Insurance Brokers Ltd.  
716 Gordon Baker Rd. Suite 202  
Willowdale, Ontario, M2H 3B4  
(near Victoria Park & Steeles)

Medium size, highly successful printing company requires a capable Junior for its accounting department.

The position requires typing of 50 w.p.m., good math skills and a neat appearance.

Training will be provided on our computer system. This is an entry-level position.

Replies should be in writing and addressed to:

Manager Accounting  
JHF Productions Canada Ltd.  
290 Ferrier St.  
Markham, Ont.  
L3R 2Z5

**OFFICE CLERK  
PART TIME**

White Rose Craft and Nursery Sales Limited requires a part time Office Clerk with an aptitude for figures to work Mon. - Fri., approximately 24 hours per week.

Duties include light bookkeeping and filing.

**Apply Store Manager**  
4038 Hwy. #7  
Unionville

**ORDER ENTRY  
OPERATOR  
REQUIREMENTS:**

- Five years Canadian office experience.
- 60 WPM typing.
- Customer relations background an asset.
- Energetic, pleasant individual who likes a busy office.
- Good starting salary.
- Excellent benefit package.

Please send resume to:  
**Bausch & Lomb Canada Inc.**  
480 Denison St.  
Markham, Ont.  
L3R 1B9

Att: Sales Supervisor

**OFFICE  
CLERK**

Knowledge of receivables and payables required. Light bookkeeping duties. Will train on computer. Part-time until April first, then full-time. McCowan Rd. & Hwy. #7.

Please Call Heather  
477-1231

**OLD UNIONVILLE  
ADMINISTRATIVE  
CLERK  
required  
Full Time**

Duties include pricing, inventory control, daily balancing, statistical, filing, some typing and adding machine calculators. Contact:

Mrs. Green  
477-8839

**SECRETARY/  
RECEPTIONIST**

Are you organized?  
Do you enjoy working under pressure?  
Do you have office experience?

If you answered "yes" to these questions, please send your resume and salary requirements to:

**J.R. Cook**  
176 Main Street N.  
Markham, Ontario  
L3P 1Y3

**SECRETARY**

Required

With electronic typewriter experience for independent adjusters office.

Markham location, Hwy. #7/48.  
Please call Mr. Green or Mr. Randall.

787-6155

**RECEPTIONIST/  
TYPIST**

For small computer company. Pleasant personality a must. Word processor experience helpful.

Denison/Woodbine Ave.  
For an interview call:  
475-5155

Required immediately with 2 - 3 years experience

**INTERMEDIATE  
SECRETARY**

Duties mainly Administrative/Clerical. Min. 60 w.p.m. typing, good spelling, grammar, proof reading skills and pleasant telephone manner required. Word processing experience an asset, but not necessary.

**JUNIOR  
MAIL CLERK/TYPIST**

Required immediately. Duties will include mail, receptionist relief, clerical, some typing. Good command of English language, pleasant telephone manner, neat appearance and at least 50 w.p.m. typing required. Opportunity for advancement.

**SHEPHERD PRODUCTS LTD.**  
Hwy. 7, Kennedy Road, Markham  
Please call Teresa Pugliese  
475-6454

**RECEPTIONIST/  
PERSON FRIDAY**

Bright energetic person required for busy Markham office. Must have strong typing skills and bookkeeping background. Micro Computer experience an asset.

Call Sofi  
475-6011

**SECRETARY**

Position would suit young college graduate. Typing 50 w.p.m. Excellent telephone manner a must. \$230 - \$250 per week based on experience.

Call 477-2602  
for an interview

**PERSON  
FRIDAY  
Part-Time**

Required for Public Accountants Office.

Reply to:  
P.O. Box 321  
Markham, Ont.  
L3P 3J8

**PERMANENT PART TIME  
Office Secretary  
INSURANCE OFFICE**

Applicant should be a mature individual with good telephone, typing and prospecting skills.

Kennedy/Huntingwood area  
Please Call  
297-6070

**Sales Help 520**

PART time pleasant telephone work. Daily 9 a.m. - 1 p.m. Victoria Park/Steeles. Calling new mothers for family home service. \$5.75 per hour, excellent bonus. Non-smoker preferred. 491-7726.

**SALESPERSON** required by wholesale distributor. Drawings with commission. Call Jack 474-9264.

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A unique dynamic training course to take you to the top. In depth course covering every aspect of selling, using the latest audio visual training techniques. Limited to 16 persons to ensure maximum impact.

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Call 24 HOURS  
in Ont.: 1-800-387-1256  
outside: 1-800-268-7293  
National College  
Toronto, Ontario

**Personals 620**

ARE you pregnant—distrressed? Birthright cares. 471-4412.

**Lost & Found 630**

SAT. Jan 4/86 found white & ginger kitten. Fincham/Wooten Way. 3-4 months old. 294-3033 at. 6.

FOUND dog, white and sandy mixture. Lhasa Apso, male. Raymerville & Beck area. 294-7323.

**Home Improvements 704**

AUTOMATIC humidifiers supplied and installed. \$150.00. Call 294-6252.

**Tuition 708**

PROBLEMS with your school work? Call Yvonne or Glenn. 471-5391 or 752-3155. Specialists in English, Maths, Physics, Chemistry, Introductory Electronics and Optics.

**MIKE'S BOOK STORE**

\*1,000's OF PAPER BACK BOOKS  
**HALF PRICE OR LESS**  
WE BUY AND SELL BOOKS

**294-4860**

191 WELLINGTON ST. EAST MARKHAM MALL. MON. 10-6 THURS. 10-8 SAT. 10-6

**Musical Instruction & Talent 709**

Carl Orff's  
**MUSIC**  
for Children 6-12

"A total musical experience for your child."  
**Huggert Family Studio**  
129 Main St. N., Markham, Ont.  
**REGISTERING NOW**  
1-649-3797  
LISE & ANDREW HUGGETT - R.A.M. C.F.S.M.

**Nursery Schools & Daycare 712**

**BABYSITTING** available in my home. Markville Mall area. Call 475-5297 (days).

**FULL TIME** loving daycare in my home. Lots of experience with babies and pre-schoolers. Wooten Way/Hwy. 7. Call Irene 294-9922.

**HIGHWAY 48/16TH AVE.**— Babysitting available in my home. Hot lunches and snacks. 294-6876.

**NON SMOKING** mother of 2 year old boy offers daycare in her home, lunches and quality play time. Call Karen. 471-4552.

**PRIVATE  
FULL TIME DAYCARE**

For any age in my home, 7 a.m. - 6 p.m. with some weekends. Established daycare with a history of satisfaction. East Markham, close to Hwy. #7. Please call Michelle, 294-2707.

**QUALITY** daycare available by experienced mother, full or part-time. 294-6671.

**REGISTERED** Nurse will provide loving, stimulating daycare for ages 2 and over, part or full time. 471-5911.

**UNIONVILLE** mother will provide loving daycare, any age welcome, planned activities, non-smoker. Call 474-0156.

**Daycare Wanted 714**

**BABYSITTER** wanted in my home in downtown Markham for 2 & 5 year olds. Full time, flexible hours. 471-5866.

**DAYCARE** required weekdays in our home for 4 month old boy, starting February. Unionville area, references required. 474-1836.

**CLEANING  
PERSON**

**Permanent/  
Part Time**

offices - showroom  
Hwy. 404 & Hwy. 7  
Own Transportation

**881-2100**

Mrs. Busby

**VERSATILE INVESTMENTS INC.**



Ran Musseman, President of Versatile Investments Inc. is pleased to announce the appointment of Mr. Donald P. Fish as Account Executive in the Markham area.

Mr. Fish has had over 20 years in the Hospital Administration Field with appointments in Ottawa, St. Anthony, Newfoundland, Sherbrooke Que., Sudbury and Toronto. More recently he was the Administrator of Markhaven Inc. for the last six years, with major involvement in benefits administration which is a key element in financial planning.

Versatile Investments Inc. has been in the personal and corporate financial planning field for over 10 years with branch offices across the Province, providing counselling on Mutual Funds, Insurance Programs, Investment and Tax Planning Strategies and Employee Benefits.

**Daycare Wanted**

**EXPERIENCED** — Non-smoker babysitter required for 6 month old. 2 days per week. Starting Feb. 86. Raymerville/McCowan. 471-1571.

**FULL TIME** babysitter required live out for 6 month old boy starting January. References required. Hwy 7/Warden. Please call Colleen eve. 477-5089 or day 751-0211.

**FINCHAM/16TH AVE.**— Mature person to care for 2 small children. Weekdays. Starting in March. Call 294-3685.

**LOVING** daycare required for 3 1/2 year old & 9 month old; preferable in our Markham home for approximately 2 days per week. To start in February. 294-2936.

**Business Services**

**THESES**, research papers, assignments, resumes, on computer. MBA's, PhDs, Graduates... Call 298-0067 after 5:30 p.m.

**Old Fashioned Maids**

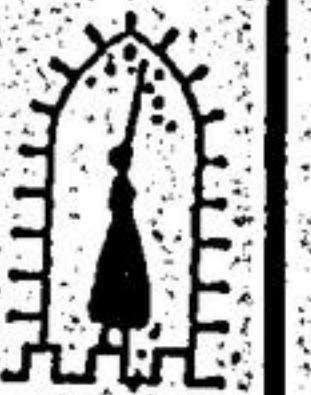
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Let us make your home your castle!

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- We serve Markham-Unionville and area
- We have an established professional clientele
- We clean the old fashioned way!

Please give us a call and discuss your personal needs with us.

474-1412  
475-8247



**Snow Removal**

**LOOKING** for snow plowing? Commercial and industrial contracts, Markham area. Drew Landscaping and Property Maintenance. 294-8599.