

General Help 505

Shipper

required by electronics firm in Scarborough. Must have experience in normal shipping/receiving routines & paper work. A valid driver's licence essential. Must have own transportation. Apply to:

Molox Electronics Ltd.
292-1444

TOOL & DIE MAKER

Required for immediate employment. Must have experience on precision tooling, progression dies. Apply to:

Glitsch Canada Ltd.
Uxbridge, Ont.
852-3381

The Kettle Creek Canvas Co.

Requires experienced

SALES HELP

For quality clothing store. Forward resume only please to:

The Kettle Creek Canvas Co.
166 Main St.,
Unionville, L3R 2G9
Attn: J. Belne

WAREHOUSE HELP

packing & shipping, good working conditions,

Warden-Steeles area

Call
Dave

475-2666

Office Help

515

SECRETARY/WORD PROCESSOR

Needed immediately. Person capable of handling a wide variety of duties in a busy, environmental consulting firm with an emphasis on word processing on an IBM-PC (word-star).

Must have a good command of the English language, spelling & grammar and be willing and able to work as a team member, sharing the work load.

If you are such a person please call:

**Mrs. McConomy at 499-5030 or
send your resume to:
SENEB CONSULTANTS LIMITED
499 McNICOLL AVE.,
WILLOWDALE, ONTARIO
M2H 2C9**

LEGAL SECRETARY

- REAL ESTATE EXPERIENCE REQUIRED
- WORD PROCESSING AN ASSET (OR WILL TRAIN)

**NEW DYNAMIC LAW FIRM
WOODBINE & STEELES LOCATION**

Call **479-7100 Jack**

UNITED WAY OF YORK REGION

Requires

SECRETARY/ADMINISTRATIVE ASSISTANT

\$16,500 — some experience preferred, but will consider recent secretarial graduate.

SEND RESUME IN CONFIDENCE TO:

**Executive Director
United Way of York Region
205 Riviera Drive, Suite #7
L3R 2L6**

Sales Representative

A self motivated, well organized person wishing to make a career in office equipment business, required by a growing Canadian company.

Salary and/or commission
Please phone for a confidential interview.

475-6176

**ACCOUNTS RECEIVABLE/
ACCOUNTING SUPPORT**

Busy Cable distributor requires experienced Accounts Receivable person for Markham Head office. Experience with other accounting/computer functions desirable. Pleasant working conditions. Salary commensurate with experience. Good Company benefits.

Contact Ian Lurie
Cable Tel Communications Inc.
Warden & Steeles
475-1030

A/R CLERK familiar with reconciliations on computerized system. Handle some customer service and collections. All benefits. Markham area \$12K plus. Call Marg 482-2464. McLean & Assoc.

**TELEMARKETING
MARKHAM-THORNHILL
FULL & PART TIME**

Salary Plus Commission

Key Executive Assistance Ltd.

886-1500

CLERK — Markham client requires detail minded person to work on computer terminal, trace shipments and deal with brokers. Team atmosphere, excellent benefits. \$12K. Call Marg 482-2464. McLean & Assoc.

Computer Operator/Typist

Required for local company
Send resume to:

**Computer
P.O. Box 419
Markham
L3P 3T8**

**PART TIME
RECEPTIONIST**

required

**WEEKDAY-EVENINGS
&
WEEKEND-DAYS**

The Old Library
Community Centre,
Unionville

Applications now being accepted
at

Crosby Arena
210 Main St.
Unionville, Ont.
L3R 2G9

477-1542

**PERSON
FRIDAY**

Giftware Company seeks person to do reception, switchboard, typing, sales liaison and assist with showroom display.

The applicant must be presentable, enthusiastic and creative.

Send resume stating salary expectations to:

60 Ferrier St.,
Markham,
Ont.
L3R 2Z5

SECRETARY

For marketing and distribution managers. Must enjoy working with numbers.

Webster and Roget

Enthusiasm chosen over experience.

**Steelcase/Woodbine
475-5566**

**TELEMARKETING
MARKHAM-THORNHILL
FULL & PART TIME**

Salary Plus Commission

Key Executive Assistance Ltd.

886-1500

TYPIST — part-time to do typing at home. Call 477-7111.

Sales Help

520

INSIDE SALES/OFFICE DUTIES

Leading Canadian Wood Window Manufacturer is relocating their Ontario operation March 1st to Beaver Creek Industrial Park, corner Highway #7 & 404.

Immediate openings for 2 positions:
1 for sales desk and general office duties.
1 for sales desk, typing and general office duties.

Salary commensurate with experience.
No experience in window business necessary, both positions are for self starters.

APPLY WITH RESUME TO:

**Box 200
MARKHAM ECONOMIST & SUN
9 Heritage Road,
Markham, Ontario
L3P 1M3**

NEW OPPORTUNITY

We are adding a ladies fashion shoe department as part of our expanded store facilities.

We require a people oriented person who enjoys fashion, combined with a busy work environment, and is prepared to share in the responsibility of developing this new area.

Prior shoe sales experience an asset but not mandatory.

If you are considering a new opportunity and are prepared to work some evenings and weekends we believe we are offering a challenging and rewarding position with good growth potential.

Application forms may be obtained at our store: 141 Main St. N. Markham.

ELEVEN JOSEPH FASHIONS

Skilled Help 510

Assinck Bros. Ltd.
Markham
Hwy. 48, requires

Welder

with 2-3 years experience. Apply in person or call:

294-0422
Personnel Department

**McARTHUR'S
IN MARKHAM LTD.
FORD DEALERSHIP**
Requires a
LICENSED MECHANIC

For busy shop. Ford experience an asset, but willing to train ambitious person. Excellent benefit plan.

Call
294-5400
Service Manager

KANE CHEV OLDS

requires

**1 EXPERIENCED LICENSED
G.M. BODY MECHANIC**

Minimum 5 years General Motors background required for very busy flat rate shop.

Excellent Benefits and working conditions

For A Confidential Interview Phone:

Lorne Scriver or Ian Lowe

Mon. - Fri. 8:30 - 4:30

475-7373