

### Manager of Administration

Applications are now being received for the above position in our Parks and Recreation Department.

#### DUTIES:

Responsible for the development, implementation and on going updating of all systems and procedures for the administrative function of the department. Duties will include office administration, computerization, program registration, and the overseeing of maintenance of town owned buildings. To undertake major reviews in the areas of 1/ Automation requirements and 2/ The program registration process. To establish a standard system/form for the preparation of annual operating and capital budgets of the department. Reporting to the Director of Parks and Recreation.

#### QUALIFICATIONS:

Excellent communication, organizational and inter-personal skills; specific training in business administration as may be acquired through a post secondary school program or equivalent. Working knowledge in the Parks and Recreation administration field a definite asset; experience in a public sector environment preferred.

#### SALARY:

\$31,605. to \$37,170. per annum (1985)

Please apply on or before February 12, 1986 to:

The Department of Human Resources  
8911 Woodbine Ave., Markham, Ont. L3R 1A1



### Markham Hydro PERSONNEL GENERALIST (Part Time)

Reporting to the General Manager you will be responsible for coordinating, documenting and communicating personnel and human resources policies in an expanding and progressive Public Utility.

Demonstrated experience in and knowledge of compensation, benefit and management development programs are essential.

Candidates are invited to submit their resumes to:

Personnel Department  
Markham Hydro  
5100 Warden Ave.  
P.O. Box 1600  
Markham, Ontario  
L3P 3V7

### ENGINEERING DEPARTMENT CLERK-STENO WORD PROCESSOR

Salary: \$600.17 - \$707.36 Bi-weekly

The successful candidate will be: Responsible for performing a variety of stenographic duties for the various branches of the Engineering Department and Word Processing (IBM XT/IBM PC microcomputer with "Spell-binder" software) for the production of engineering reports and correspondence. Other duties will encompass transcription, copy typing, filing and switchboard relief.

Qualifications:  
Fast, accurate typing and dicta skills; three to four years word processing experience; excellent written and oral communications skills; shorthand an asset.

Unless selected for an interview: there will be no acknowledgement.

Please submit resume by February 18, 1986 to:

Human Resources Department,  
The Regional Municipality of York,  
Box 147, Newmarket, Ontario,  
L3Y 4W9



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**OUR McCOWAN HWY. 7**  
Branch has openings for enthusiastic self-starters.

**INTERESTED!** Visit our office for a confidential interview call:

MARY MUIR 471-4900

### Invoice Clerk

Steelcase, the industry leader in the manufacture of office furniture and systems, is seeking an efficient individual to immediately fill this temporary position in our Accounting Department. Duties will include adding up invoices, mailing them out and entering the appropriate data on CRT.

To qualify, you must have at least 1 year's office experience and be able to work rapidly and accurately with figures. Experience on CRT would be an asset.

Those interested should call:  
Mrs. Lewis, 475-6333, Steelcase Canada Limited, 7200 Woodbine Avenue, Markham, Ontario.



### PART-TIME SECRETARY

And Receptionist for busy Real Estate office in Stouffville, 2 days per week. Experience preferred.

Call Sharon  
640-2225

### RELIABLE PERSON

Required  
For part time work at a local horse farm. Tuesday-Friday, 7 a.m. - noon.

294-6934

### LANDSCAPE & PROPERTY MAINTENANCE COMPANY Has openings for: FOREMAN and LABOURERS

Preference will be given to applicants with a reliable work record and the initiative to excel in their job position. Experience an asset, but not essential.  
All applicants must possess both a clean driving record and personal vehicle.  
Please submit resumes and salary expectations to:

Adams Landscaping  
R.R. #1  
Stouffville, Ont.  
L0H 1L0

### TELEMARKETING

Educational Publisher requires 2 people with good communication skills to work 3 hours a day, 5 days per week. Individuals having post-secondary education with teaching experience preferred.  
Please forward resume with telephone number to:

Box 127  
The Liberal c/o P.O. Box 309,z  
Ont Richmond Hill, L4C 4V6

### SALES PERSON REQUIRED

For new party plan (for Fuller Brush). Full time earnings, work part time hours. Excellent commission.

Call Nancy  
1-985-9372

### TOWN HALL RISTORANTE requires Experienced People Kitchen Help

Apply in person  
96 Main St.  
Markham

### TRACTOR TRAILER DRIVER

Class "A" licence to deliver farm construction materials in a radius of 100 miles from Markham (Woodbine & #7 Hwy.). Must be able to lift 70-80 lbs. Experience in operating hydraulic hoist an asset. Start salary \$9.05 per hour.

Call:  
ANDEX METAL PRODUCTS

475-3388

### THE TRIBUNE Stouffville

Requires a full time Distribution person, to include Carrier Route Control, and other related duties.

Typing and computer experience an asset.

Please Call:  
Sandra Marrier  
294-8244

### VAN DRIVER/ STOCKKEEPER

Wanted for Markham painting contractor. Good driving record essential. Knowledge of Toronto desirable.

640-3890

9 a.m.-5 p.m. Mon-Fri. — Delores

WAITRESS/WAITER for Stouffville Restaurant & Tavern, located at A & P Plaza, full time or part time. Must have some experience. Please apply in person or call after 2 p.m. 640-3739.

### WORD PROCESSING OPERATOR TRAINING

- 45 Hour Course
- Individual Instruction
- Wang Word Processors

— PLUS —

### TYPING SERVICES

- resumes, letters, copy typing
- mailing list, dicta-typing
- financial statements

30 WELLINGTON ST. EAST  
MARKHAM, ONTARIO  
294-4796

### RECEPTIONISTS SECRETARIES CLERKS TYPISTS

Looking for the right position, your first job or returning to the work force?

We have immediate needs to cover a variety of positions in the Markham, Richmond Hill & North Scarborough areas.

While we are looking for the right permanent position for you, you can keep busy in our temporary division.



Please call  
Linda or Peggy  
492-8502



FULL TIME  
HELP WANTED

294-5876  
or apply at:  
206 Wellington St. W.

NEEDED IMMEDIATELY — Top wages. Welders, welder/fitters, machinists, maintenance mechanics and millwrights. Please come and see us at 2 Simcoe St., South, Suite 235, Oshawa.

### OPERATORS

Class "D"  
and  
Class "G"  
required  
for snowplowing

Call  
888-1993

### LOCAL TOURIST ATTRACTION

Requires full time help to start immediately. This energetic person's duties include: direct contact with general public, clerical skills, pleasant telephone manner, rotating work schedule including weekends. Knowledge of French. Data entry experience helpful. References required.

Apply in person  
between 9 a.m. — 5 p.m. Mon. — Fri.  
CULLEN COUNTRY BARN  
4300 Steeles Ave. E.,  
Milliken, Ont.  
477-4475 Ext. 214

### MECHANIC

for  
Engine Rebuilding Shop  
Air cooled engine  
experience an asset.  
477-7900

MATURE sales help required. Apply Stouffville Bakery, 640-3146.

### SOLD



- 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 our Top Century 21 team.

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

**PART TIME  
ORDER PICKER & PACKER**  
Required  
For Giftware Company.  
Days only - Flexible hours.  
Warden/Steeles area  
475-7487-George

**PART TIME  
CASHIER**  
required

Saturdays only

Apply at:  
Markham Medical Drug Mart  
39 Main St. N.

471-5588

### PART TIME HELP WANTED

May lead to full time, Clarendon, for light manufacturing.  
Contact Marilyn McArthur. Evenings  
649-3093

### Secretaries, Word Processing Operators, Data Entry Operators, Switchboard Operators & Clerks

... are required for long and short-term assignments in the Willowdale/Markham/Scarborough areas. A car would be a definite asset.

To explore these IMMEDIATE opportunities, please call today:  
Willowdale/Markham  
499-6363



### INCURABLE OPTIMIST WANTED

The challenge of a lifetime awaits you. A willingness to work hard and long hours to capture the dream of a lifetime which may be just around the corner. Serious inquiries only. No KOOKS please. Reply in writing to:

BOX M5508, THE MIRROR,  
10 Tempo Ave., Willowdale  
Ontario. M2H 2N8



Full-time  
Help required

Shell Gas Bar  
Markham

294-5000

### START IMMEDIATELY

\$300. — \$400. per Week  
We need people to help us in the following areas:

- Managers/Assistant Managers
  - Delivery/ Customer Service
  - Marketing/Sales
- No experience necessary, full training provided, vehicle required.

Call Sharon  
479-1901

### SILHOUETTE HAIR DESIGN

Is taking applications  
for a  
Full or Part Time  
Stylist  
With clientele  
471-5730

### 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

### TOOL & DIE MAKER

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

Glitsch Canada Ltd.  
Uxbridge, Ont.  
852-3381

Skilled Help 510

### CABINETMAKER

Florentine Antiques requires a retired cabinetmaker interested in restoring antique furniture.

475-0927

### RECEPTIONIST/ SECRETARY

Great opportunity to join our dynamic administration team in Unionville/Markham location.

Full time position available immediately for candidate who has good typing and switchboard skills and a minimum of 3 months exposure in a TREB member office.

Call Mrs. DiStaulo  
471-4900

- SALES STAFF
- UPGRADES
- ADMINISTRATOR
- CLERICAL STAFF

One of Toronto's most dynamic householders is looking for full and part-time staff for a new project opening in Markham in the spring of '86.  
Please respond to:

Box 4108  
Markham Economist & Sun  
9 Heritage Rd.  
Markham, Ont.  
L3P 1M3

### SWITCHBOARD RECEPTIONIST

Photographic Supply Company located in Woodbine/Steeles area requires a receptionist with previous experience.

Neat appearance, pleasant telephone manner, typing and some clerical duties required for this position.

Excellent company benefits.  
Please call Mrs. MacDonald  
494-2810



CALL  
831-1711  
DAYTIME

MEMBERSHIPS STILL AVAILABLE  
AT THE PICKERING RECREATION  
COMPLEX FOR

SQUASH & RACQUETBALL  
DISCOUNT RATES APPLY

Child supervision program is available for your convenience at low cost. Professional staff are trained to meet the children's needs. A wide variety of educational toys are supplied.

Office Help 515

### OFFICE PERSON

Part-time  
for furniture retail store. Typing and general office experience required.  
For interview call:  
Mrs. Hoffman

The Furniture Mall  
8400 Woodbine Ave.  
475-0705

### MARKHAM POSITIONS

**JUNIOR POSITION** - Our client is an insurance broker & real estate agent whose office is in his Unionville home. He needs a bright pleasant person to assist him with computer input, clerical forms, typing, filing & answering phones. An ability to work on your own is important. Salary 12-13k.

**RECEPTIONIST** - A professional appearance & telephone manner is what counts with this busy company. You must be able to handle incoming calls and greet visitors with finesse. Some typing help. Salary 15k.

**BILINGUAL CUST. SERVICE REP.** - If you would like to utilize your bilingual skills working with French-speaking co-workers & customers, then why not consider this position? Directing customer shipments and computer input are a part of this busy & varied job. Salary 15-16k.

**INVOICE TYPIST** - Use your accurate typing & aptitude for figures in this varied position. Lovely office surroundings & an opportunity to train on computer awaits the successful applicant. Salary 13k.

**INSURANCE BROKERAGE** - This rapidly expanding Markham Co. needs an energetic & flexible Person Friday who is interested in obtaining RIBO licence. This position presents an outstanding opportunity for personal growth and an attractive salary. Base 15k plus commission.

**BROWNLEE PERSONNEL  
471-6060**

### RECEPTIONIST/TYPIST

Full time position with a small company. Markham Rd Finch. Pleasant telephone manner and accurate typing very important. Some office and clerical duties.

Call For Appointment  
297-0470

### RECEPTIONIST/TYPIST

Pleasant telephone manner, 70 wpm typing. Must have own transportation. Variety of duties, telex. Stouffville area.

Call B. Griffith  
888-1987

### RECEPTIONIST/TYPIST

Full time position with a small company. Markham Rd Finch. Pleasant telephone manner and accurate typing very important. Some office and clerical duties.

Call For Appointment  
297-0470

### TEMPORARY ASSIGNMENT PERSONNEL SECRETARY

We are looking for a mature, responsible individual who can operate effectively with a minimum amount of supervision in our Personnel Dept.

The successful applicant must possess good typing and dicta skills, experience on the IBM PC an asset-Multi-Mate software. Please call Personnel Coordinator.

7400 Birchmount Rd.  
(N. of Steeles)  
Markham, Ont., L3R 5V4  
416-494-1575



### WE'RE IN YOUR NEIGHBOURHOOD!

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### OFFICE OVERLOAD

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into PAY DAYS

### OFFICE OVERLOAD

7th Floor, 200 Consilium Place, Progress and McCowan  
Just opposite  
Scarborough Town-Centre  
296-0953



Consulting Engineering Firm in Buttonville area requires a

### Typist/Receptionist

Minimum 60 wpm

On an occasional or as needed basis to train on MAI Word Processing system.

Good hourly rate.

Call Judi, for appointment

477-8400

### LEGAL SECRETARY

Busy Unionville office requires an experienced legal secretary with friendly personality, excellent typing skills, dicta, word processing experience an asset but willing to train. Shorthand desirable. Salary negotiable. If you meet these requirements, please send resume to:

4701 Hwy. #7  
Unionville, Ontario  
L3R 1M7  
Att. Mr. Thomas

NEEDED IMMEDIATELY for the Pickering area. Data entry operators, executive secretaries and word processors. Please call for an interview collect 683-3555 Ann or Grace.

### MARKHAM/WILLOWDALE SCARBOROUGH

\$14-15k BILINGUAL RECEPTIONIST-TYPIST. Utilize your french in this service-related company. You will converse with clients in French, type correspondence and have lots of people contact. A busy varied position where performance is well rewarded. Willowdale area.

Call Cheryl Deveaux @ 493-6880  
\$13-15k RECEPTIONIST-TYPIST. Tired of that quiet atmosphere? Activity, people contact and variety are offered in this exciting position. As the mainstay of a busy office, your sunny personality and typing will meet the challenge of this Reception position. Dynamic people add to the excitement. Willowdale area.

Call Carole Poell @ 493-6880

\$14-15k ENTRY LEVEL. Just a little experience and lots of enthusiasm is all that is needed to work in this large growing firm. If you have excellent communication skills, love figures and have an eye for detail, then opportunity awaits you in this growth-orientated position. Lovely offices and excellent benefits. McCowan/401 area.

Call Carole Vesely @ 296-0992  
to \$18k ACCOUNTS RECEIVABLE. If you have worked in the Insurance Industry in an accounting capacity, then our client would like you to become their newest staff member! Great salary, top benefits, tuition reimbursement are just some of the many pluses to working for this company. McCowan/401 area.

Call Carole Vesely @ 296-0952

BILINGUAL TELEMARKETERS - to 13k. If a challenge interests you, our client located in the Scarborough area is looking for dynamic telemarketers to join their winning team. If you have excellent communications skills, don't hesitate.

Call Wendy Carpenter @ 296-0952  
PERM. PART-TIME. \$10. per hour. A Bilingual position with a bright future. If you would like to work in an excellent atmosphere and utilize your French, our client located in the Scarborough area is looking for a versatile individual to perform a variety of duties such as typing, phones and computer work.

Call Wendy Carpenter @ 296-0952  
OTHER PERMANENT POSITIONS AVAILABLE  
EVENING APPOINTMENTS AVAILABLE

FAIRVIEW  
Don Mills/Sheppard  
493-6880

SCARBOROUGH  
McCowan/401  
296-0952

