

Office Help

515

Employment Wanted 565

CLEANER seeks job. Call 745-3598 after 4 p.m.

Announcements 616

MAI CANADA LTD.; a Markham based computer company (Steeles/Warden area) has the following job openings available. We require energetic and efficient individuals for both positions.

SECRETARY

Required immediately. Two years minimum secretarial experience required to handle secretarial duties for four others. Must possess good communications skills and organizational ability, have a good command of English and accurate typing (60 w.p.m.) experience with word processing equipment an asset.

ORDER DESK CLERK

Two years minimum working experience required, preferably with accounting and or materials management knowledge.

Previous experience with computer data entry is an asset and typing of 50 w.p.m. is required.

Please send resume stating salary requirements to: (Please reference the position for which you are applying on the envelope)



MAI CANADA LTD.
120 AMBER STREET
MARKHAM, ONTARIO
L3R 3A3
NO AGENCIES PLEASE

**Dicta Secretary
Victoria Park/Steeles**

We require an outgoing individual with excellent typing and dicta skills, coupled with a pleasant telephone manner and a good command of the English language. If you can handle a large volume of dicta in exchange for good salary and working conditions,

**Please Contact
Tom Eddy or Chris Spencer
494-9399**

LANDSCAPE FIRM IN GORMLEY
requires

RECEPTIONIST

Full or part-time. Applicant must be personable and like dealing with the public. Duties entail typing, answering phones, etc...Job to start mid-April.

SECRETARY

For 3 or 4 days a week starting in March. Experienced, typing, bookkeeping, P.C. Computer knowledge an asset.

**IF INTERESTED PLEASE SEND RESUME TO:
Box 249, Gormley, Ont. L0H 1G0**

GENERAL INSURANCE BROKER

We require a service representative in our personal insurance division. Applicant must have at least 3 years experience in this field and hold a R.I.B.O. license. Experience on a real time computer system would be an asset, however not necessary.

**FOR FURTHER INFORMATION PLEASE CALL
BEVERLY RUSSELL
Cosburn, Griffiths and Brandham**

496-0005

**Bookkeeper
Receptionist**

Full-time Position

Busy office located in the Bayview-Hwy. 7 area, requires fully experienced person.

Must be able to complete full set of books to trial balance, payroll, accounts receivable and other various duties.

Mature reliable person only need apply.

Salary negotiable with experience. Call for interview.

731-8942

**WARDEN/ESNA PARK
SWITCHBOARD OPERATOR/
TYPIST**

Required Immediately
Futures Trainee
Call 475-1727

**QUEST COURIER
SERVICES LTD.**

Busy courier office has immediate openings for:

Customer Service Rep

Requires good communication skills to handle a variety of telephone and clerical work, some typing required.

Clerk Typist

To assist Office Manager. Work includes typing, keypunch and all facets of daily office routine.

Apply in person for both positions to:

6 Glen Watford Dr.
Agincourt
(Midland/Sheppard)

OLD FIREHALL SPORTS

RECEPTIONIST/TYPIST

Position with general office duties for a busy and exciting office. Ability to use initiative, adapt to varied duties, a flair for juggling many priorities and a pleasant telephone manner is essential. Duties include typing, reception, filing, telex and assistance with purchasing.

Opportunity and benefits for an ambitious and conscientious individual.

Please send resume in writing to:

Box 4109
Markham Economist & Sun
9 Heritage Road
Markham, Ont. L3P 1M3
WE TAKE YOUR FUN SERIOUSLY

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

Sales Help 520

SALESPERSON

In a plumbing supply store with an interest in boutique items.

294-9839

We're
still growing
strong & need you!

Are you career orientated or a homemaker looking for a challenging position in retail sales? Join our motivated & well trained staff for a solid career. No experience necessary, some experience helpful. Full and part time positions available immediately for our Markville store. Apply in person to: Manager, Markville Shopping Centre, Hwy 7 & McCowan.



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**OUTSIDE
CORPORATE
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- Training
- Car Essential
- Travel Benefits

CALL KARL
UNIGLOBE ARMOUR
TRAVEL
475-7336

Medical Help 525

Registered Nurses/RNA with MED. 5 night shifts, bi-weekly, including alternate weekends. Position open immediately.

**GREEN GABLES MANOR
640-1386**

Domestic Help Wanted 540

CLEANING LADY

required
For 3 bedroom, adult bungalow, 1 day per week. Major MacKenzie & Warden. Phone before 9 a.m. or after 4 p.m.
887-5166

CLEANING lady Tues. & Fri. 9 a.m. - 12 noon. 2 references required. Must do laundry. \$8 per hour. Call Leanna 294-2533.

LIVE in or out nanny - housekeeper needed in Unionville area. Good references. Call 759-6796 (days); 475-3058 (evg.).

Career Training 560

MUSIC • VIDEO • TV

Audio Visual Institute of Canada is currently accepting a limited number of applications for admission to the following Diploma Courses:

- RECORDING ENGINEERING
- TV LIGHTING
- COMMERCIAL MAKEUP
- RECORD PRODUCTION
- T.V. AUDIO
- ELECTRONIC FILM PRODUCTION SHOOTING
- VIDEO PRODUCTION

Full and Part-time courses available. O.C.F. funding available to qualified students.

FOR INTERVIEW CONTACT A.V.I. AT

964-6530

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outside: 1-800-268-7293

National College
Toronto, Ontario

Personals 620

**IF YOU SEE
BOB MILLER
WISH HIM A HAPPY
50TH BIRTHDAY
ON FEBRUARY 9TH!!**

Forthcoming Marriages 646

Shirley and Gene Dollery of Uxbridge are happy to announce the forthcoming marriage of their daughter Kimberley Anne Gilbert to Robert Allan Sage son of Joan & Bruce Sage of Markham. The marriage will take place at Pine Grove Methodist Church on Aug. 9, 1986.

Cards of Thanks 660

WHAT A SURPRISE!!

On behalf of Louise, Phil and Melisa we wish to thank family and friends who helped us celebrate Norm and Karen Faulkner's 25th Wedding Anniversary.

In Memoriam 665

LAPP—In loving memory of Harold who passed away Feb. 8, 1984.

He left us quietly,
His thoughts unknown,
But left us a memory
We are proud to own;
So treasure him Lord,
In Your garden of rest;
For when on earth,
He was one of the best.

Sadly missed by wife Teresa and dearly loved and missed by his children and grandchildren.

Home Improvements 704

GENERAL RENOVATIONS

Carpentry, drywall, basements and electrical. Quality workmanship at reasonable prices. Don't delay, call today

Paul
294-7941

Personals 620

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

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MRS. JULIA**

Tarot Reader, Crystal Ball and Palmistry.
All Readings Private
On Jane St., Open 9 - 9
Prices for readings:
\$10., \$15. and \$20.
For Appointment Call:
767-8810

**Stouffville
Christian School
VALENTINE CLOTHING
FAIR**

Friday, February 14th, 1986. Good used clothing for the whole family. To be held at the School