

**WORK IN MARKHAM FOR YOUR CONVENIENCE**  
**A SPECIAL INTERVIEWING CENTER**  
 AT  
**MARKHAM COMMUNITY LIBRARY**  
 5 WELLINGTON ST. EAST  
 HWY. 48 & HWY. 7  
 ON  
**THURSDAY, MARCH 20TH**  
 1 P.M. TO 4 P.M.  
 Pay us a visit. It will be worth your while. We are hiring for short term & long term jobs:  
 • Secretaries • Receptionists  
 • Word Processors • Typists  
 • Clerks • Whse/Factory workers  
 For more information call:  
 436-1844  
 Preferred Personnel Ltd.  
 Suite 405  
 515 Consumers Road  
 Wexdale, Ontario  
 M2J 4Z2  
 (416) 496-1844

**SHOP HELP required**  
 • CUTTER AND  
 • COUNTER TOP PERSON  
 Experience necessary.  
 Apply:  
 8 Heritage Rd. Markham  
 294-5660

**SUNOCO**  
**Full-time WASH ATTENDANTS required also Part-time CASHIERS**  
 Apply in Person:  
 91 Wellington St. West  
 Markham

**WINDOW CLEANER**  
 Due to expansion, the Wind-O-Kleen Company requires one person to join our professional full-time staff. Ladder work involved. Must have experience. Call Rick Welsh.  
 471-4458

**Writers/Waitresses**  
**Bus Persons**  
**Bartenders**  
**Dishwashers - day and night shift**  
**Cleaners - Day and Night Shift**  
**Gardener's Helper**  
 Must have own transportation.  
 11101 Dufferin St., N. (2 1/4 miles N. of Major Mackenzie).  
 For appointment please call Mr. Roozen, Food and Beverage Manager.  
 Between 10 a.m. and 3 p.m.

**Skilled Help 510**

**APPRENTICE/LABOURER**  
 Required By Electrician  
 Residential, Commercial and High Voltage.  
 Call After 5 p.m.  
 294-5251

**DATA ENTRY OPERATOR**  
 Large energy company located in Warden/Steeles area requires a Data Entry Operator.  
 Familiarity with IBM, AT and XT would be an asset.  
 We offer comprehensive benefit package and excellent working conditions.  
 This is a full-time permanent position.  
 Please send resume to:  
 ICG LIQUID GAS LTD.  
 800 A DENISON ST.  
 MARKHAM, ONT.  
 L3R 5M9  
 Att: Credit Manager

**PRESS FEEDER**  
 Harris 38" - 2 color.  
 Previous experience helpful. Good working conditions and full company benefits.  
 Call 475-6800

**SEWING OPERATOR**  
 For custom upholster.  
 Good wages.  
 Full or part-time.  
 477-4501

**OPPORTUNITIES**  
**RAPID GROWTH HAS CREATED OPENINGS WITH AN INDUSTRY LEADER IN THE SOFTWARE APPLICATIONS MARKET PLACE. WE ARE NOW ACTIVELY RECRUITING PEOPLE FOR:**  
**RECEPTIONIST/TYPIST**  
**SECRETARY**  
**A/P CLERK**  
**JUNIOR MAIL ROOM CLERK**  
**SEMINAR/MARKETING CO-ORDINATOR**  
**INTERESTED APPLICANTS SHOULD SEND A RESUME INDICATING REFERENCES AND SALARY EXPECTATIONS TO:**  
**CHRIS WRAY**  
 2255 Sheppard Ave. E.  
 Suite W305  
 North York, Ontario  
 M2J 4Y1  
**McCormack & Dodge Systems Canada Ltd.**  
 a company of  
 The Dun & Bradstreet Corporation

**MAI, a leader in the small business computer marketplace, has an opening for a:**  
**JUNIOR ACCOUNTS PAYABLE CLERK**  
 Responsibilities to include sorting incoming mail for distribution, filing, checking and batching invoices for payments.  
 Qualifications required include a Grade 12 Diploma, preferably with courses in business or mathematics and typing skills.  
 Reply in confidence stating salary expectations to:  
 Horace Assing  
**MAI Canada, Ltd.**  
 120 Amber Street  
 Markham, Ontario  
 L3R 3A3  
**NO AGENCIES PLEASE**

**Beaver Lumber**

We have full time position available in our merchandising administration department located in Markham. The successful candidate will be a Grade 12 graduate with a minimum of 1 years general office experience. Good typing and communication skills are a necessity. Experience or knowledge of an IBM PC would be an asset, but not essential.  
 If interested please apply in writing to:  
**Beaver Lumber Co. Ltd.**  
 7303 Warden Ave.  
 Markham, Ont. L3R 5Y6  
 Attn: Sue Gibson

**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

**OFFICE PERSON**  
**Medical Supply Company**  
 Located in Steeles/Woodbine Area.  
 requires individual to perform general office duties, including typing, filing and customer service. Competitive salary and good benefits.  
 Send resume to: Judy Menlove  
**Cook Canada Inc.**  
 16-151 Esna Pk. Dr.  
 Markham L3R 3B1

**CLERK TYPIST**  
 Required for construction office.  
 Accounts Payable experience an asset.  
**479-2384**

**OFFICE HELP**  
 Magazine publisher has an opening for a production manager. The successful applicant must be able to type 50 words per minute, be very well organized, show attention to detail and meet deadlines. We expect employees to put in a cheerful, conscientious workday (8:30 a.m. - 5 p.m.). In return we offer better than average salary, a congenial working environment, profit sharing and excellent benefits.  
**Action Communications Inc.**  
 135 Spy Court  
 Markham, Ont.  
 L3R 5H6  
 477-3222

**ACCOUNTING CLERK**  
 A nationally known company in Markham requires a General Accounting Clerk. The ideal candidate will have basic accounting courses with a number of years experience in computerized environment. Real Estate experience an asset.  
 Please contact Dave Cook at:  
**294-2533**

**SECRETARY**  
 Four days per week for a consumer show company, Markham, strong phone, typing, organizational skills, some book-keeping.  
**Mrs. Barr**  
 477-7460

**CLERK TYPIST**  
 We have full time position available in our merchandising administration department located in Markham. The successful candidate will be a Grade 12 graduate with a minimum of 1 years general office experience. Good typing and communication skills are a necessity. Experience or knowledge of an IBM PC would be an asset, but not essential.  
 If interested please apply in writing to:  
**Beaver Lumber Co. Ltd.**  
 7303 Warden Ave.  
 Markham, Ont. L3R 5Y6  
 Attn: Sue Gibson

**SMALL BUSINESS NEEDS JUNIOR CLERK**  
 For Reception/Accounts Receivable, Will Train, Hours 9 a.m. - 3 p.m., Warden & Steeles Area.  
 Call 474-0668

**ACCOUNTING CLERK PART-TIME**  
 Woodbine/Hwy. #7 vicinity  
 Position could have future prospects of full-time employment.  
 Phone 475-1198

**A GOLDEN OPPORTUNITY.** Our client located in Markham is seeking the services of a polished professional Receptionist/Person Friday. This busy & challenging position involves switchboard, overflow typing and a variety of other duties. Beautiful offices, good salary & employee benefits. An immediate opening due to promotion. Salary \$17,000.  
**ADMINISTRATIVE ASSISTANT.** Utilize your secretarial skills and accounting knowledge in this interesting position with this fast growing Markham company. Your responsibilities will include assisting the General Manager with the supervision of accounting staff and performing secretarial duties. Lovely offices and amiable people. Salary \$20,000 with good employee benefits.  
**RETAIL STORE.** Our client located in Markham is looking for a capable individual to handle the day to day store activity. The ideal candidate will enjoy serving the public, be detail minded and able to accurately process paperwork. This could lead to a store manager's position. Salary \$18,000.  
**JUNIOR PERSON FRIDAY.** Good opportunity for a bright future oriented junior with a flexible attitude. If you enjoy a variety of duties and are looking for a company with growth potential, call now. Salary \$11-\$12,000.  
**BROWNLEE PERSONNEL**  
 471-6060

**Geac Computers International Inc.** a dynamic Canadian company, has an immediate opening for a  
**RECEPTIONIST SWITCHBOARD OPERATOR**  
 The individual must have 2 years related experience, Grade 12 education and accurate typing skills.  
 Steeles/Woodbine area. Interested and qualified candidates  
 Please call 475-0525, Ext. 3237  
 Personnel Department,  
**Geac Computers International Inc.**  
 350 Steelcase Road West,  
 Markham, Ontario L3R 1B3  
 No Agencies Please  
**Geac**  
 Computers International Inc.

**RECEPTIONIST/TYPIST**  
 Steeles/Woodbine Area  
 A Manufacturing firm has an opening for an experienced individual for general office duties. Must have pleasant telephone manner, good telephone skills and be accurate with figures. Bookkeeping an asset.  
 Call Mrs. Lenz  
 475-8100  
 for an interview

**SECRETARY/RECEPTIONIST**  
 A professional firm specializing in the printing industry requires a Secretary/Receptionist. Some graphic arts background helpful.  
**Victoria Park/Steeles**  
 Phone:  
**PROJECT GRAPHICS**  
 492-5225

**GIRL FRIDAY**  
 Part-time  
 2 days, typing, filing, reception and general office work. Markham area, call:  
 477-8784

**Payroll Clerk**  
 Working in a computerized payroll environment, you will be responsible for monthly journal entries and various computer inputs related to employee benefits. A familiarity with payroll forms will greatly assist you in performing these duties.  
 To qualify, you must be well organized individual capable of working under minimal supervision. Excellent typing skills and a pleasant telephone manner are also essential.  
 Interested candidates should reply in writing to: Box 6148, c/o The Mississauga News, 3145 Woleddale Road, Mississauga, L5C 3A9.

**SECRETARY/RECEPTIONIST**  
 For G.M. dealership in Stouffville. Filing, Typing and General Office experience required.  
 Phone:  
**Ron Patrick**  
 640-3450  
 for interview

**ELEVEN JOSEPH**  
 Fashions.  
**REQUIRED IMMEDIATELY FULL & PART-TIME SALES PERSONS IN EXCLUSIVE LADIES FASHIONS APPLY IN PERSON TO: 141 MAIN ST. NORTH**  
**NEEDED IMMEDIATELY ASSISTANT SALES MANAGER AND FULL-TIME SALES STAFF APPLY IN PERSON TO: Upper Level, PANTORAMA, Markville Mall**  
**WANT TO HAVE YOUR OWN BUSINESS??**  
 An exciting and exclusive line of lingerie (Brand New In Canada). Multi-level marketing and credible rewards. No investment. Desperately need new agents.  
 Please Call Anytime  
**DANIELLE**  
 477-2591

**SALES OPPORTUNITY**  
 80 mile radius west of Toronto. Aggressive self starter. Knowledge of farm building or industrial construction an asset. Car and benefits. Salary plus commission.  
 Call:  
**Andex Metal Products Ltd.**  
 475-3388

**Domestic Help Wanted 540**  
**HOUSEKEEPER/NANNY**, live-in or out, for end of April. 2 children. References. 294-8729.  
**HOUSEKEEPER** wanted for business couple \$10 per hour. Tues. Wed. & Thurs. 10 a.m. - 3 p.m. for cleaning, laundry and grocery shopping. Must have car. Unionville area. 477-1977.

**NANNY/HOUSEKEEPER NEEDED**  
 To care for 6 month old boy in country home near Stouffville/Claremont. Must have drivers licence and references. Good swimmer and experience preferred. Live out or in 5 days per week. Weekends and most evenings off. Call Toronto 861-6284 (days) or Claremont 649-2304 (after 7 p.m.).

**Domestic Help Available 541**  
**CLEANING** lady available. Call after 6 p.m. 475-7246.  
**RELIABLE** cleaning lady available, references. Call 640-2498.  
**TWO German Ladies** looking for office cleaning for Saturdays. Please call 294-2927 or 471-6292.

**Career Training 560**  
**kids' tv! commercial**  
 CTS-TV seeking new kids 4-13 for TV beginners direction.  
 Parents call  
 964-9610

**HOME STUDY/FREE BOOKLET**  
 Earn Your Diploma at Home  
 Programs: Accounting-Business Administration-Secretarial-Executive, Legal-Medical-High School Upgrading-English (E.S.L.).  
 Call 24 HOURS  
 in Ont.: 1-800-387-1256  
 outside: 1-800-268-7293  
 National College  
 Toronto, Ontario  
**TV AND RADIO**  
 N-I-B is now interviewing new people for News, Commercials, Talk Shows, DJ and Sports, TV and Radio Announcer training. Part or full time. Dial  
 964-3616

**Tenders 609**

**MINISTRY OF HOUSING YORK REGIONAL HOUSING AUTHORITY**  
**UPGRADING OF FIRE ALARM and EMERGENCY LIGHTING SYSTEMS**  
**TENDER PT 803 YK01/86 90 Dew Street KING CITY, ONTARIO**  
**TENDER PT 803 YK02/86 275 Woodbridge Ave. - WOODBRIDGE, ONTARIO**  
**TENDER PT 803 YK03/86 55 Orchard Heights Blvd. - AURORA, ONTARIO**  
**TENDER PT 803 YK04/86 57 Orchard Heights Blvd. - AURORA, ONTARIO**  
 Sealed tenders for the above will be received until 11:00 a.m. local time, on MONDAY, APRIL 7, 1986 by the Housing Manager, York Regional Housing Authority, STE. #201 - 59 Yonge Street (South, Aurora, Ontario - L4G 1M1) (416) 832-1618 (416) 727-1354. Tender documents can be seen and obtained on payment of a \$15.00 non-refundable cheque for EACH separate package, through the office of the Housing Authority. The lowest or any tender not necessarily accepted.

**BUYING OR SELLING TURN TO THE CLASSIFIEDS FOR FAST RESULTS**  
 Economist and Sun  
 The Tribune 294-2200  
 640-2100

**Sales Help 520**

**OPEN HOUSE AND REGISTRATION FOR SEPTEMBER AT UNIONVILLE NURSERY SCHOOL MARCH 22ND 10 A.M. TO 1 P.M.**  
 Due to demand we are extending our program.  
 Morning and afternoon sessions for children 3-4 years and 4-5 years old.  
 Structured Programs, Introductory French and Outdoor Activities.  
 4171 Hwy. #7 East  
 Unionville, Ontario  
 477-4778

**TENDER FOR THE RECONSTRUCTION OF THE WILSON GENERAL STORE**  
 Sealed tenders clearly marked as to contents will be received by the Town Clerk at 8911 Woodbine Ave., Markham, up to and including Tuesday, March 25, 1986 at 4 p.m.  
 Tender documents are available at the Purchasing Department, 8911 Woodbine Ave., Markham, Ont. L3R 1A1 for a \$25 non-refundable fee.  
 Lowest or any tender or any part of any tender not necessarily accepted.  
**C. Reardon**  
 Purchasing Agent  
 Tender 11-86

**TENDER FOR THE SUPPLYING AND LAYING OF SOD**  
 Sealed tenders clearly marked as to contents will be received by the Town Clerk at 8911 Woodbine Ave., Markham, up to and including Wednesday, March 19, 1986 at 9 a.m.  
 Tender forms and specifications may be obtained from the Purchasing Department at 8911 Woodbine Ave., Markham.  
 Lowest or any tender or any part of any tender not necessarily accepted.  
**C. Reardon**  
 Purchasing Agent  
 Tender 12-86

**TENDER FOR THE SUPPLYING OF TOP SOIL CATTLE MANURE GARDEN-TYPE SOIL AND SPECIAL SAND AND SOIL MIXTURE**  
 Sealed tenders clearly marked as to contents will be received by the Town Clerk at 8911 Woodbine Ave., Markham, up to and including Wednesday, March 19, 1986 at 9 a.m.  
 Tender forms and specifications may be obtained from the Purchasing Department at 8911 Woodbine Ave., Markham.  
 Lowest or any tender or any part of any tender not necessarily accepted.  
**C. Reardon**  
 Purchasing Agent  
 Tender 13-86

**TENDER FOR THE RENTAL OF VARIOUS TRUCKS**  
 Sealed tenders clearly marked as to contents will be received by the Town Clerk at 8911 Woodbine Ave., Markham, up to and including Thursday, March 27, 1986 at 9 a.m.  
 Tender forms and specifications may be obtained from the Purchasing Department at 8911 Woodbine Ave., Markham.  
 Lowest or any tender or any part of any tender not necessarily accepted.  
**C. Reardon**  
 Purchasing Agent  
 Tender 14-86

**MARKHAM**  
 8911 Woodbine Ave.  
 Markham, Ontario  
 L3R 1A1  
 477-7000

**Coming Events 615**

**TRAVEL** with the Orchards to the Southern Hemisphere via slides, Monday, March 17, 8 p.m. at Christ Church, Stouffville.

**REGISTRATION**  
**Poleline Electric's Pole Cats...future 1986 YORK DURHAM LADIES SLOW PITCH CHAMPIONS**  
 You could make the difference! Interested players please call:  
**Marie 477-4916**  
**Marion 477-1850**

**REGISTRATION**

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