


Office Help

515


**ACCOUNTING**  
 Small firm in the Warden/Steeles area requires full time person for computerized G/L. Includes accounts receivable, payable and payroll. At least 2 years experience and up to trial balance.  
**Call 477-2030**  
 (10 a.m. - 3 p.m.)  
 Ask for Robin

**ORDER DESK CLERK**  
**HUNTER AUTOMOTIVE EQUIPMENT LTD.**  
 Located in Woodbine/Steeles Area  
 Requires a person to handle order processing and input on IBM 5285 computer terminal. Previous order desk experience necessary.  
 We offer a congenial working atmosphere and a good starting salary.  
**For an interview please call:**  
**Linda at 475-7592**

 **White Rose**  
 CRAFT AND NURSERIES  
 For our Nursery Farm Office in GOODWOOD (near Uxbridge)  
**Experienced COMPUTER OPERATOR:**  
 Required for afternoons 12 P.M. - 6 P.M. and Weekends.  
 Please contact Lynda at:  
**640-5077 852-7342**

  
**CLERK**  
 This position requires a well organized individual capable of handling detailed work.  
 Applicants should have grade 12 education and above average math skills and detail oriented. Computer terminal skills area definite asset.  
**475-8048**

**BOOKKEEPER**  
 Required (part-time) 1 day per week.  
 Must be able to do complete set of books.  
 Hwy. #7/Woodbine area.  
**Phone Janet 477-1208**

  
**INTERMEDIATE SECRETARY**  
 We are looking for a well organized individual who can handle a variety of secretarial duties and maintenance of record systems.  
 The successful applicant will have at least grade 12 education with excellent communication skills and good typing skills. Some computer terminal experience would be an asset. At least 1 year prior secretarial experience is essential.  
 A. C. Nielsen  
 160 McNabb St.,  
 Markham, Ont. L3R 4B8  
**475-8048**

**Dicta/Typist**  
 Hi-tech firm in Birchmount/McNabb area needs a dicta/typist with good spelling. Word processing an asset, non-smoking office. Excellent benefits.  
 Please reply in writing to:  
 Box 4127  
 Markham Economist & Sun  
 9 Heritage Road  
 Markham, Ont. L3P 1M3

DATA Entry Operator. \$16K plus bonus. MAJ. Basic 4, Markham. 229-4611. Carole Milne & Associates Inc.

**FILE CLERK**  
 Required immediately for our customer service department. Duties will include filing, expediting, clerical and some typing. Good command of English language. Pleasant telephone manner and neat appearance. Opportunity for advancement.  
**SHEPHERD PRODUCTS LIMITED**  
 Hwy. 7/Kennedy Rd., Markham  
 Please call Teresa Pugliese  
**475-6454**

**PART-TIME CLERICAL WORK**  
 Conscientious, non-smoking person required. Steeles/Esna Park.  
**475-3330**

**PERSON FRIDAY**  
 For general office duties including reception, typing and telephone work. Salary and excellent benefit package. Woodbine & Steelcase area.  
**499-5453**  
 between 1 & 5 p.m.

**BOOKKEEPING CLERK**  
 Required part time to help with claims.  
 Also Required

**A/R CLERK**  
 With a good background in client calls/collections.  
**Call 475-3637**  
 Or apply to  
 Jonathan Hart  
 3415 14th Avenue  
 Markham, Ont. L3R 2L6

**RECEPTIONIST/TYPIST**  
 Experienced person required. Word processing/data entry experience an asset.  
 Woodbine/Steeles Area.  
 Reply to:  
 Box 4126  
 Markham Economist & Sun  
 9 Heritage Road  
 Markham, Ontario  
 L3P 1M3

**RECEPTIONIST TYPIST**  
 For pleasant, busy non-smoking office.  
 Must be a good typist and able to handle a variety of office duties.  
**Call Irene 475-0787**

**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**

**RECEPTIONIST/CLERK-TYPIST**  
 Responsibilities to include typing, telephones, filing and some computer input. Must possess good communication skills and typing 50 wpm. Two years related experience an asset. Apply in writing to:  
 Box 218  
 Agincourt, Ontario  
 M1S 3B4

**RECEPTIONIST/TYPIST**  
 For evenings & weekends  
 Mature person with good telephone manner. Previous office experience a plus. Accurate typist — minimum 60 w.p.m.  
 For interview call  
**479-1240**

Sales Help

520

  
**CHALLENGING POSITIONS**  
 are available, both full and part-time for experienced SALESPEOPLE for both HARDWARE & LUMBER Departments.  
**Apply to Auguste Rocha 294-5200**  
 8651 McCowan Road, Markham

**WANT TO HAVE YOUR OWN BUSINESS??**  
 An exciting and exclusive line of lingerie (Brand New In Canada). Multi-level marketing and incredible rewards. No investment. Desperately need new agents.  
**Please Call Anytime 477-2591**  
**DANIELLE**

Medical Help

525

**VENIPUNCTURE & ECG TECHNICIAN**  
 Experience preferred  
 Full Time/Part Time  
 For Markham area  
 Must have own transportation  
**743-3914**

Office Help

515

**RECEPTIONIST PLUS-** If you want to be more than a receptionist, this position offers a variety of duties. A good telephone manner, fast accurate typing and enthusiastic attitude is key to your success. Salary \$15K.  
**BILINGUAL CLERK TYPIST-** A well-known publishing co. needs a bright hardworking bilingual clerk typist who enjoys a hectic environment. You must have the ability to translate French to English and vice versa as well as possess good typing skills. Salary \$13K with a 3 mth. salary review.  
**JUNIOR SECRETARY-** Due to their rapid growth, this new home-builder is increasing staff. They require a bright young outgoing individual with a flexible attitude. Someone who will share the typing load, switchboard duties and other related office tasks. Experience on an electronic typewriter helpful.  
**CLERICAL POSITION-** If you don't mind acting as the office "gopher" — running errands, researching information, etc., this position offers an opportunity for you to gain valuable office experience. The ideal candidate will be a present high school/college graduate or a person with limited office experience. Salary \$12-13K.  
**BROWNLEE PERSONNEL**  
 Main St.-Markham  
**471-6060**

Domestic Help Available

541

EXPERIENCED cleaning lady has several openings for customers in the Markham/Unionville area. Own car. — References. Call Eileen 640-5482 after 5 p.m.

Career Training

560

**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

Personals

620

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

**Are High Dental Costs Worrying You?**  
 You may be eligible for FREE professional dental treatment for your children.  
 Please call  
**York Regional Public Health**  
 For more information  
 884-1133 881-4240 895-4511

**Are High Dental Costs A Concern For Your Family? NO DENTAL INSURANCE!**  
 You may be eligible for FREE professional dental treatment for your children.  
 Please call  
**YORK REGIONAL PUBLIC HEALTH**  
 For more information  
 884-1133 881-4240 895-4511

**PSYCHIC 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**

Medical Help

525

**DENTAL ASSISTANT/RECEPTIONIST**  
 Full Time  
 Kennedy/Steeles area. Experience necessary  
**475-2848**

**DENTAL ASSISTANT**  
 Part time (evenings) for Markham Practice.  
 Experience required.  
**471-1377**  
 Resume will be requested

Domestic Help Wanted

540

RELIABLE lady for laundry & easy cleaning, wanted once a week. Unionville area. Please call 474-0894 (after 6 p.m.).  
 TWO homes looking for reliable cleaning lady, 2 days per week, references. Please call for further info 294-1691.

Lost & Found

630

FOUND, medium-size male shaggy dog. Black with beige paws. Hwy. 7/McCowan Area. Call 294-8740 (after 6 p.m.).