

MARKHAM/WILLOWDALE/SCARBOROUGH
\$18-22K PHARMACEUTICAL MARKETING OPPORTUNITY A prestige position in elegant surroundings provides an exceptional opportunity for the Secretary who has scientific knowledge and strong Sales/Marketing background. As the mainstay of this very professional office, your exposure to word processing and excellent co-ordination skills can lead to a unique career opportunity, namely; Marketing Sales. An excellent future awaits the career-minded individual! Don Mills. Call Cheryl Deveaux at 493-6880.
\$16-17K USE YOUR FRENCH and enjoy lots of people contact as Credit and Collections Clerk in this modern office. The entire Quebec Section will be your responsibility — a chance to organize your work and take full credit! Birchmount/Denison. Call Cheryl Deveaux at 493-6880.
\$18,500K BILINGUAL SALES SECRETARY A fantastic opportunity awaits the secretary who would like to be a right-hand to this busy Executive in this well-respected growing company, especially if one enjoys the challenge of a professional environment. Lots of variety awaits the self-motivated individual who thrives on extra responsibility! Don Mills/York Mills.
To \$14,500K RECEPTIONIST-TYPIST Your outgoing manner and excellent people skills can win you this very rewarding position in the Markham area. In this key Receptionist position, you will enjoy variety, responsibility and be given an excellent chance to reward your people skills! Call Lynn Aldcorn at 493-6880.
\$16-18K INSIDE SALES/ORDER DESK PERSON - Keep busy by channelling your high energy and outgoing personality into this challenging and varied position with a fast growing company in Markham. Previous experience in a printing related industry would be a definite asset. Excellent opportunity for growth. Call Carole Poell at 493-6880.
\$17-18K ACCOUNTS PAYABLE CLERK - Put your 2 years accounts payable experience to good use with this friendly growing company located in Markham. If you are detail oriented with a positive attitude and would enjoy all manual a/p functions up to and including trial balance, please call Carole Poell at 493-6880.
 Evening Appointments Arranged
 Fairview 200 The Consilium
 1800 Sheppard Ave. 7th Floor
 Don Mills/Sheppard McCowan/401
 493-6880 296-0952



Family Trust Ltd.
 FAMILY TRUST CORPORATION
JUNIOR ACCOUNTING CLERK PERSON FRIDAY
 Duties include typing, filing, computer input, bank deposits.
 Must have good typing skills and pleasant manner.
 Non-smoking office.
 Call Mrs. Phyllis Perkins
 Family Trust Corporation
294-1372

LECTA/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

DISPATCHER/CO-ORDINATOR
 For busy HVAC service company in Markham.
 Pleasant telephone manner, good record keeping skills. Excellent company benefits.
 Call
475-3000
 Service Supervisor

RECEPTIONIST/TYPIST AND A/R CLERK
 Minimum 45-50 wpm. Willing to train for A/R duties. Please call for appointment.
477-8333

LECTA 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

LEGAL SECRETARY/RECEPTIONIST
 Lit. experience for Markham Law Office.
Paul Gollom
479-1900

LEGAL SECRETARY
 Prestigious downtown law firm requires experienced legal secretary. Top notch typing skills and professional attitude are essential. Good salary & benefits.
 Please call today for an appointment.
MPS
 Markham Personnel Services
294-1913

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.
 Box 218
 Agincourt, Ontario
MIS 3B4

AIRCRAFT PARTS CLERK
 Must be good with figures, typing, telex and have a good command of the English Language.
 Own transportation essential.
 Call
Dolores Schell
498-6870

PERMANENT PART-TIME HELP REQUIRED
 Excellent opportunities await you at the newest project (opening in May) of Toronto's most innovative house builder. Secretarial help required with good typing and excellent communication skills for these versatile positions. Located near Buttonville Airport
 Call Jayne White
 At 366-6888

RICHMOND MANUFACTURING & DISTRIBUTION INC.
RECEPTION/CLERICAL
 Full time position available in Hwy 48/Hwy 7 area office.
 Duties include typing, customer service, filing, computer input, bank deposits, general clerical help.
 Call
471-6203

SECRETARIES CLERKS RECEPTIONISTS
 Do you like the corporate world but not the commitment? Why not choose the days you want to work. We have long term, short term assignments, and part-time positions available in Markham, Don Mills and Uptown Toronto.
 If this flexible schedule appeals to you, give us a call.
TOWER PERSONNEL
482-5560

MARKHAM CAREER OPPORTUNITIES
Bilingual Jr. Typist \$15K
 If you're a recent grad or re-entering the work force, this progressive publishing company is looking for you. Lots of variety and pleasant working conditions combined with excellent chances for advancement make this junior position too good to pass up.
A/P Clerk \$16-17K
 My client is currently seeking an individual capable of all aspects related to Accounts Payable. Typing and basic secretarial skills would be helpful; excellent command of English required. CAR A NECESSITY.
 For further information please contact Karen Mugford, 2 Lansing Sq., Ste. 903, 491-9363.
DGS group

Administrative Secretary
 MAI Canada, Ltd., an established leader in the manufacture and marketing of small-to-medium sized business computers, is seeking a well organized self-starter to perform a wide variety of secretarial/administrative functions.
 The qualified person will be a quick learner with a minimum of 5+ years experience and possess top office and interpersonal skills. Word processing an asset.
 We offer an excellent remuneration package including a competitive salary and full range of benefits. If you meet these requirements and enjoy a fast-paced environment, please forward your resume in confidence to:
MRS. E. STEPHENSON
MAI CANADA, LTD.
 7170 WARDEN AVENUE
 SUITE 22
 MARKHAM, ONTARIO
 L3R 5M8

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

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 \$15K 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, switchbd. duties and other related office tasks. Experience on an electronic typewriter helpful.
CREDIT & COLLECTION CLERK - This busy company needs another qualified credit & collections clerk. Lovely offices, congenial staff and an attractive employee benefit pkg-is offered. Salary \$15K.
BROWNLEE PERSONNEL
 Main St.-Markham
471-6060

SECRETARY/RECEPTIONIST
 Stable, mature company seeks mature, experienced person. A-1 typing skills essential. Computer experience desirable. Woodbine/Steeles Area
Phone Mrs. Ivany
474-1144

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

SECRETARY/RECEPTIONIST
 For computer firm, must have knowledge of bookkeeping, typing. Word processing an asset.
 Warden/Steeles area
 Call Mr. Saba
475-0160

Sales Agents Needed
 We are interested in engaging 2 sales agents to represent us in our Stouffville office and surrounding area. Agents may work directly from their home or in conjunction with our office. We have personalized training program for persons interested in a Real Estate career. The earnings potential for competent salespersons is unlimited. For personal interview, call GERRY MEHARG LTD., REALTOR. Office 640-3131. Res. 640-5000.

ARE YOU EXPERIENCED IN SALES?
 If you have experience in interior decorating, we need you!!
Full Time CALL NOW
Buy The Yard
471-6040

CYBERMEDIX HEALTH SERVICES
 Requires
LABORATORY ASSISTANT
 Two to three years experience in Venipuncture and E.C.G.'s. Twenty-eight hours per week, shift flexible.
252-5371

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

DENTAL ASSISTANT
 required full time.
 Reply to Box 3541
 c/o The Tribune,
 Stouffville, Ont.
 L0H 1L0

Domestic Help Wanted 540
EXPERIENCED housekeeper required
 Clarendon area, twice monthly. Phone 649-3383.
NANNY/homemaker to care for 2 children, ages 2 years and 7 years. Light housekeeping. 8 a.m. - 6 p.m. Mon-Fri. Kennedy & Bloomington Road area. 888-1118.
TWO homes looking for reliable cleaning lady, 2 days per week, references. Please call for further info 294-1691.

Domestic Help Available 541
CLEANING lady available, reasonable rates. Call 294-9934.
CLEANING lady, experienced. Markham & Unionville area. Call evg. after 8 p.m. 471-1317.

kids tv! commercials
 CTS-TV seeking new kids 4-13 for TV beginners direction.
 Parents call
964-3610
TV AND RADIO
 N-18 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

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

SECRETARY
 Required to start immediately must have excellent typing and general office skills and must be well organized with good interpersonal skills. Word processing or date entry an asset. Near Warden and 14th Ave.
 Apply In Person
 3415 14th Ave., Markham
 or Call 475-3637

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

RECEPTIONIST/TYPIST
 An immediate opening exists for an individual with excellent telephone manner who enjoys dealing with people.
 Duties include answering phone, opening mail, correspondence, filing, etc. Must have 60 wpm typing. Location Markham/Sheppard area. To arrange for an interview please call:
A. DAVIS
286-1454

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

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.

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

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

Employment Wanted 565
LANDSCAPE CONSTRUCTION
 PLAN FOR YOUR LANDSCAPE NEEDS NOW!
 Design work available. Retainer, walls, sidewalk & patio work. Grading, top soil & sodding, large stone & trees available.
 CALL NOW!
 Paul Nealon (416) 722-6953.

Got Arthritis? Get The Facts!
 Arthritis is Canada's number one chronic disease. It affects more than three million Canadians. 30,000 of them are children under 15 and nearly a million are between 30 and 45. Get the facts about arthritis! Contact the office of The Arthritis Society nearest you.
THE ARTHRITIS SOCIETY

CYBERMEDIX HEALTH SERVICES
 Requires
LABORATORY ASSISTANT
 Two to three years experience in Venipuncture and E.C.G.'s. Twenty-eight hours per week, shift flexible.
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964-3616

THE YORK REGION BOARD OF EDUCATION TENDER FOR GENERAL CONTRACT PROPOSED ADDITION SCHOMBERG PUBLIC SCHOOL TOWNSHIP OF KING
 SEALED TENDERS, plainly marked as to content for the construction of a new General Purpose room to Schomberg Public School shall be delivered to the Director of Education at the Administrative Centre, 60 Wellington Street, West, Aurora, Ontario, not later than 4:00 o'clock p.m. local time, Thursday, April 10, 1986.
 Drawings and Specifications will be available to General Contractors on Tuesday, March 25, 1986 at the office of the Architect, Eugene Janiss, 443 Mount Pleasant Road, Toronto, Ontario on the deposit of \$100.00 certified cheque, payable to the architect. Deposit will be returned if drawings and specifications are returned to the architect in good condition within fourteen days of the closing of tenders.
 Each Tender shall be accompanied by a Bid Bond in the amount of \$50,000.00 made payable to The York Region Board of Education and an Agreement to provide a 100 percent Performance Bond and a 100 percent Payment of Labor and Materials Bond. Bid Bond must be issued by a recognized securities company.
 The Board reserves the right to reject all tenders or to accept any tender not necessarily the lowest.
 Eugene Janiss
 Architect, Planner
 R.A. Cressman
 Director of Education and Secretary-Treasurer
 Harry Bowes
 Chairman