

**DRIVER  
JOB TRAINING &  
PLACEMENT HELP**

Is available from Rodgers School of Truck Driver Training Ltd. For career details call: (416) 769-3546 for literature.

**Fibreglass  
Laminators**

Experience preferred but willing to train.

Apply in person to:

**Alcore Fabricating Corp.**

65 Newkirk Rd., Richmond Hill

**889-4923**

**CP Moving Systems**

Requires

Full and Part-time

**Drivers**

With either Class "A" or Class "D" licence for both highway and local work.

Excellent benefit package.

Applicants should have experience in the moving industry and should apply in person to:

**4069 Gordon Baker Rd.,  
Scarborough**

Member of the United Van Lines

**Economist & Sun**

**GIRL  
FRIDAY**

Required for very busy distribution department. Full time Monday - Friday. Must have pleasant telephone manner, good typing skills and be a self starter.

For an interview, please call:

**Sandra Marrier  
294-8244**

**BOOKKEEPING/  
ACCOUNTING**

A rare opportunity in a medium sized ad agency.

Five years minimum experience. Hands on computer experience essential.

Exceptional work environment. Benefits.

Salary negotiable; Markham.

**294-5711**

**FULL-TIME  
C.G.A. OR C.M.A.  
MARKHAM LOCATION**

3 - 4 years experience full set accounting required.

Experience with "open systems", accounting software or related computer experience necessary.

Salary commensurate with experience. Unique growth opportunity for a self-starter and ambitious individual.

**Call 477-3622**

**Economist & Sun**

Has an immediate opening

**Full Time  
ACCOUNTING POSITION**

Experienced

Duties will include billing ads in newspaper, accounts payable, accounts receivable, typing and various other accounting duties.

The prospective candidate must be friendly, outgoing, well organized and able to work under pressure.

Applications will be accepted at Markham Economist & Sun, 9 Heritage Road Markham, Ontario.

Manager will review applications and call to arrange interviews.

**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 call Leeann 475-8568  
Monday 9 a.m. - 12 noon.

**RECEPTIONIST/SECRETARY**

Duties similar to above. Must have Accounts Payable background and be accurate with figures. Preference given to an individual with experience with One-Rite system.

Please call Marlene 731-0046  
Monday 9 a.m. - 12 noon

**BOOKKEEPER/  
COMPUTER**

Mature person with bookkeeping, computer and general office experience required to work in small busy office. Knowledge with LOTUS and WORDSTAR programs beneficial.

Call Sue or Sylvia  
**471-4312**

**CLERICAL  
ASSISTANT**

For service department of heating and air conditioning company in Markham.

Duties to include typing, filing, telephone answering.

Must have good record keeping skills.

Call  
**475-3000**



**Vaughan Public Libraries**  
Seeks A

**Library Techniques  
Graduate  
or Undergraduate**

With pertinent Public Library experience to assist Branch Head with all aspects of reference and reader's advisory service to adults and to be responsible for the development of Young Adults services in the Branch.

Full-time position - 35 hours per week including some evenings and Saturdays.  
Salary range - \$17,070 to \$18,915. (1985 salary schedule).

Starting date: July 28th, 1986.  
Apply in writing, by APRIL 29th, 1986 to:

Don McFadyen,  
Administrative Librarian  
Vaughan Public Libraries  
8 Merino Rd., Maple, Ont. L0J 1E0

**RECEPTIONIST/SECRETARY**

Gaines Pet Foods is currently accepting applications for a receptionist/secretary at our head office located near McCowan/Sheppard. The qualified individual shall have a personable and professional presentation with an aptitude for figures and accurate typing skills. If you are a self-motivated individual who is dependable and meet the above skill requirements please contact:

**NANCY TEMPLE  
GAINES PET FOODS CORP.  
192 SHORTING RD., SCARBORO, ONT.  
M1S 3S7**

**297-0830**



**INVENTORY CONTROL/INVOICE TYPING**

Full time permanent position is available for a diligent and accurate person.

Previous experience in inventory control and invoice typing is essential.

Pleasant, modern office — non-smoking environment. Good salary and benefit package. Must have own transportation for Warden/Alden vicinity.

Telephone Jonathan Tucker  
for appointment at  
475-1198

**TYTON CANADA INC.**

**RECEPTIONIST-TYPIST**

required immediately for head office of record retailer located north of Warden & Steeles.

We are looking for a pleasant and outgoing individual with previous experience. Minimum 50 W.P.M. typing. We have a complete company benefits package including O.H.I.P.

If interested please call:

**474-1900  
C. Canavan Sound Insight Ltd.  
461 Alden Road, Suite 21  
Markham, Ontario L3R 3L4**

**Typist/Secretary**

(Part-time)

Sporting goods company requires an experienced typist for secretarial work.

5 day (25 hours) week, hours 9 a.m. to 2 p.m. preferred.

Correspondence, copy typing, catalogue typing plus several other office functions for General Manager and his Assistant.

Woodbine and Steeles area.

Contact Mrs. Magee

**493-8101**  
After 1 p.m.

**CLERK  
TYPIST**

We require a well-organized person to perform all typing of correspondence, purchase orders and customs for our Purchasing Department, as well as filing and related duties.

Candidates must have good typing skills with some office experience plus an aptitude for figure work.

Interested applicants should apply to:

Personnel Office  
**EMERSON ELECTRIC CANADA  
LTD.**  
P.O. Box 150  
Markham, Ontario, L3P 3J6

**294-9340**

**CARDIOMED  
SUPPLIES INC.**

Medical products manager is seeking a

**BOOKKEEPER/  
PERSON FRIDAY**

Will have full responsibilities of bookkeeping including a financial statement. Must have experience in working in a small office and assuming various responsibilities.

**ASSEMBLER OF  
MEDICAL PRODUCTS**

Must have good hand dexterity, non-smoker, will train. \$5 per hour to start.

Location: Stouffville Road and Woodbine Avenue.

Call for appointment:

**888-1965**

A Markham publishing company requires a

**DATA  
ENTRY  
CLERK**

For a computerized order entry. Minimum typing skills of 40 w.p.m. is required.

Please call for an appointment.

**Loma Bayliss  
at 477-0030**