

ACCOUNTING CLERK

Required
A/R, Collection, primary responsibility, must have some formal accounting background.

Reply with resume to:
Markham Economist & Sun
Box 4135
9 Heritage Road,
Markham, Ont.
L3P 1M3

ACCOUNTS PAYABLE CLERK

Experienced required. Leslie/16th Avenue.

Please reply stating salary requirements to:

Box 3254
Station D
Willowdale
M2R 3G6

JUNIOR SECRETARY/ PERSON FRIDAY

A mini business computer company (Warden/Steeles) urgently needs an energetic person to perform a variety of office duties. Main responsibilities will include the operation of switchboard, typing, filing and other clerical duties. Knowledge of word processing would be helpful. 1-2 years work experience would be preferred.

Salary commensurate with experience. Excellent benefits. If interested please call for appointment.

475-3450

LEGAL SECRETARY

Required for real estate and general commercial.

Please reply in writing, stating experience and salary expected.

Cattanach, Hindson,
Sutton & Hall
52 Main St. North
Markham L3P 1X5

LEGAL SECRETARY

Prestigious downtown law firm requires 2 senior legal secretaries, experienced in litigation or family law. Excellent salary and benefits.

If you are well-organized with top notch typing skills and a professional manner please call today!

MPS

Markham Personnel Services

294-1913

PART TIME OFFICE MANAGER

Needed

Possible full time opening as soon as 87, duties include, office management, arranging and following up a direct mail system, policy holder service.

Send resume to:
Paul Legere
720 Tapscott Rd. Suite 101
Scarborough M1X 1C6

PERSON FRIDAY

required

for Markham area office, commencing early May.

Five days per week.
Salary \$15,000.

Please send resume to:
Box 4136
Markham Economist & Sun
9 Heritage Road
Markham, Ont.
L3P 1M3

RECEPTIONIST

Part-Time

Required to work alternate nights and weekends in real estate office. Located at Hwy. 48 and Hwy. 7. Experience preferred.

Call Nancy, weekdays from 9 a.m. to 5 p.m.

294-2990

PERSON FRIDAY

Mature person required for busy insurance office. Must have pleasant telephone manner. Experience preferable but not essential.

Please Call

294-2131

Between 10 am & 12 noon

SECRETARY TREASURER REQUIRED FOR G M DEALERSHIP

Must be experienced in automotive dealership accounting.

Experience with Reynolds & Reynolds TC 1000 and G M accounting systems a definite asset.

Salary to commensurate with experience.

Company car and benefits

Apply to:
South Lake Chev Olds
Hwy 48
Sutton, Ontario

722-3279

Attention Garry Sleep,
President

PERSON FRIDAY — A mail order record distrib. co. needs a responsible person with a good telephone manner, typing skills, and ability to handle order processing & bank deposits. Computer/w.p. knowledge helpful. Flexible hrs. Salary \$14,000.

RECEPTIONIST/TYPIST — Our client is looking for a bright capable individual who will project the professional image of their company. A good personal appearance, pleasant telephone manner & accurate typing skills (\$5 wpm) are prerequisites to hiring. Salary \$15,000.

Other permanent positions in Markham also available.

BROWNLEE PERSONNEL SERVICES
MAIN ST. — MARKHAM
471-6060

BROWNLEE PERSONNEL
Main St.-Markham
471-6060

SECRETARY

Mature responsible person with good skills required immediately for sales department, to do typing and variety of duties. Must have 4 years related experience and able to type 60 w.p.m.

Located Esna Park & Steeles. Salary \$16K and excellent benefits.

Call Linda
475-6850

RECEPTIONIST TYPIST

Required by small busy office. Must have accurate typing skills and pleasant telephone manner.

Non-smoking office
Attractive Summer Hours
Hours 6am — 2 pm
Woodbine/Steeles

Call Barbara
479-3100

RECEPTIONIST/ TYPIST

Experienced, pleasant telephone manner, 60 w.p.m., variety of office duties.

Concord Area.

Own transportation required.

Call Mrs. Roberts
669-1698

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

RECEPTIONIST TYPIST

Experienced, responsible person required. Pleasant telephone voice and have at least 50 w.p.m. typing experience.

Must have own transportation.

Steel Art Signs Ltd.
555 Denison Street
Markham

474-1678

TWO RECEPTIONISTS

Required

Full Time Temporary
9am — 1pm and
1pm — 5pm

Experience with an SL1 system an asset. Must be well groomed have good command of the English language and enjoy meeting people.

Please call Maria
494-6163

Sales Help

520

OUTSIDE SALES

Exciting outside sales with major travel outlet in Markham.

No experience necessary. Ongoing training and travel benefits. Excellent commission. Car essential.

Call Karl
475-7336
(after 2 p.m.)

SALESHELP

FOR FABRIC STORE
FULL TIME

Experience with dress fabrics or draperies necessary.

Pleasant working conditions.

Woodbine/Hwy#7.

Call
Anna

475-6919

SALESHELP Required

Must be willing to work flexible hours — some evenings and weekends.

Please submit resume to:

Green Gables Book Store
118 Main St.
Markham, Ont.
L3P 1Y1

SALESPERSON

Assertive, ambitious, well-groomed salesperson needed.

Excellent company benefits. Dental plan and company pension.

Apply in Person

FOOTPATH

Markville Shopping Centre
No experience needed

BESTVIEW HEALTH CARE CENTRES MARKHAM

requires

R.N. — FULL-TIME

3 - 11 p.m. Shift
and

CASUAL PART-TIME RELIEF R.N.

All Shifts

Please Call Mrs. Debicki
294-0511
8:30 a.m. - 4:30 p.m.

REGISTERED NURSE Regular Part-Time

11 pm to 7 am
Please Call

PARTICIPATION HOUSE

294-0944

Lynne Wasyluk

WORK WITH SENIORS

Union Villa Home for the Aged
Requires

NURSING AIDES

- Part Time night shift
- Full Time evening shift
- Relief Pool

Please call
Mrs. Donna Barudzija D.O.N.

477-2822

Domestic Help Wanted 540

CLEANING lady required 1 day per week, Heritage Home on Main Street Unionville. Please call 477-5218.

Domestic Help Available 541

SPRING CLEANING done for reasonable rates by student with 3 years experience. Good references and pleasant attitude. Stouffville/Goodwood area. Call 640-5761 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

Employment Wanted 565

BOBCAT & DUMP TRUCK FOR HIRE

Top soil, gravel & sodding.

(416) 722-6953

BOOKKEEPER — familiar in all aspects of accounting to profit — loss, payroll, typing, general office duties. Small business or part-time. 446-1771.

Personals 620

ST JUDE: For prayers answered, many grateful thanks. G.R.