

**RECEPTIONISTS
SECRETARIES
TYPISTS
CLERKS**

Looking for the right position, your first job or returning to the work force?

We have immediate needs to cover a variety of positions in the Markham, Richmond Hill & North Scarborough areas.

While we are looking for the right permanent position for you, you can keep busy in our temporary division.



Please call
Linda or Peggy
492-8502



MARKVILLE

Has the following positions available

Part-Time Evening STOCK CLERK
Part Time Days CASHIER/PRICER

Retail experience is needed
Apply in person
Monday to Friday
From 10 a.m. to 3 p.m.

SUMMER help on small pleasure farm, Warden/16th Ave., cutting grass, etc. Call Steve 479-0019.

SERVICE STATION ATTENDANTS

Required
— SHIFT WORK —

475-6377

SUPERVISOR

Required
Self-motivated with initiative and experience in pharmaceutical packaging.
Call Christina
475-6345

SHIPPERS HELPER
Youth 18-20

Must be able to run small machinery (will train), and help in shipping department.
493-8283

STATION PIZZA PARLOUR
227 MAIN ST. N.

Requires

WAITERS/WAITRESSES
FULL OR PART TIME

Must be over 18 years of age or older
Apply in Person

WINDMILLS GOLF CLUB

Requires

Full and part-time help for the snack bar and clubhouse duties. All applicants must be 18 years of age and over with own transportation and willing to work shifts.
Call for appointment, Monday through Friday.
887-9342
Ask for Marianne



MANAGER

Finance and Information Services. The person we are seeking should be at a minimum 2nd or 3rd year level in a recognized accounting management program and possess a working knowledge of payroll and financial analysis. Experience with an IBM PC a must. Strong interpersonal communication skills and leadership abilities are required.

Please send resume and salary expectations in confidence to:
Executive Director
United Way of York Region
205 Riviera Dr., Suite 7
Markham L3R 5J8

STUDENTS
Required

To sell for driveway repair business.
High commission — 25 percent.
294-6326

TRAVELWAYS SCHOOL TRANSIT

Requires
Part-time School Bus Driver
Approximate hours 7:30 - 9 a.m. and 3 - 4:30 p.m. 5 days per week.
Call:
294-5104

TEACHER

Commencing September. Position available for:

Nursery School Teacher
3 mornings weekly
E.C.E. preferred

Call
294-8449

THE STONEMILL BAKEHOUSE

Requires

DISHWASHER
Part Time — Tues — Fri
11 am — 3 pm

GENERAL HELPER
Full Time
Tues — Sat

BAKER/APPRENTICE
Apply in person
149 Main St.
Unionville

UNIONVILLE GOLF CENTRE

Seeks golf course maintenance worker.
Good pay. Advancement for motivated person.
477-1148

WAREHOUSE HELP

For order filling. Non smoker preferred.
Please call
475-6836

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

Owner Operators

Required by large dump fleet for May 1st.

- Tractors with wet line to pull our trailers.
- Tractors with tri-axle dump trailers or hoppers.

Steady work, good rates. Apply in person.
Beeline Carriers Ltd.
600 Harrop Road, Milton

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.

DO IT TODAY JOIN THE CAREER MINDED PEOPLE AT THE

Economist & Sun

We require a self motivated, energetic individual who loves a challenge in their workplace.

The Distribution Department offers an hourly wage, expenses and a benefit package.

A car and a willingness to work with pre-teens is a necessity.
Call to-day 9am - 5 pm
294-8244
Sandra Marrier
Assistant Distribution Manager

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

CHARTERED ACCOUNTANTS AND FINALISTS

Outstanding opportunities are available in Tax and Private Business Advisory Services in our expanding Markham office.

Our tax practice will provide an exciting challenge to work with a wide range of corporate and personal tax clients.

Our private business practice provides a full range of services including auditing, tax, accounting, business planning and we are particularly looking for professionals to provide microcomputer advisory services.

If you have recently qualified as a chartered accountant or are a 1986 finalist, these opportunities will appeal to you. We offer very attractive training programs and a competitive compensation package.
Please forward your resumé in confidence to:

Mr. T. Spevick (Tax) or Mr. D. Cook (Private Business), Peat Marwick, Suite 3, 2851 John Street, Markham, Ontario L3R 5R7.



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

Clerk/Typists

Electronic manufacturing company, in Hwy. 7 and Keele area, has openings for the following:

- Part-time Order Processing Clerk/Typist
- Expediting Clerk/Typist

Applicants must have accurate typing, pleasant telephone manner to handle telephone orders or expediting and be comfortable working with numbers.

No experience necessary, but a good knowledge of Canadian, U.S. and European cities would be a benefit.

Own transportation desirable as company will be moving to Hwy. 7 and Hwy. 404 area in the fall of this year.

Company paid benefits.
Contact: W. McKelvey,
669-9918

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

Economist & Sun

We have an immediate opening in our

ACCOUNTING DEPARTMENT

A full-time position is available for an experienced, friendly, outgoing, well organized person.

Duties will include billing account payable, accounts receivable, typing and various other accounting duties.

Please apply in person
Markham Economist & Sun
9 Heritage Rd. (Markham)
Or Call
Christine Ewell
Office Manager
294-2200

OLD FIREHALL SPORTS

RECEPTIONIST/ACCOUNTING

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 and telex. Must have Accounts Payable background and be accurate with figures.

Preference given to an individual with experience with One-Rite system.
Opportunity and benefits for an ambitious and conscientious individual.

Please call Marlene
Thurs. & Fri. 9 am - 12 noon ONLY
731-0046


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.



10096 Yonge St. Richmond Hill
JR. TO INTERMEDIATE CONTROLLER.
C.M.A. Stong cost acctg. exp. essential. No more than 3 to 5 years exp. req. Exc. benefits and profit sharing. Downsview: 30 k.

EXEC. SEC. With WP. Exp. as Sec. to Controller or VP Finance. Acctg. knowledge. Suit candidate with 4 to 5 years exp. 20 to 22 k.

FULL CHARGE BOOKKEEPER/SEC. Concord. Salary open.

PERSONNEL SEC. Dynamite opp. Exp. in benefits/admin. Fabulous benefits. Downsview. Salary neg.

C.R.T. OPERATOR. Reverse keyboard, acctg. knowledge. Concord. 15 to 16 k.

"JILL OF ALL TRADES" Typing, etc. For Maple Co. 4 hours per day. Markham 16 to 19 k.

LEGAL TEMP. ASSIGNMENT. Real Estate background - Richmond Hill. Salary neg.

Please call today about these and many other permanent and temporary positions.
884-6782

ASSISTANT TO PURCH. MGR. — Reporting to the Purchasing Manager, the incumbent will be responsible for all clerical duties, data entry, typing, scheduling and inventory control related to the purchasing function. Excellent communication skills and organizational ability are essential. Preference will be given to candidates with experience in the chemical or manuf. industry. Salary \$20,000.

BILINGUAL TYPIST — Publishing co. in Markham needs an ambitious individual with the ability to translate french to english. This is a busy position with a lot of variety and advancement opportunities. Salary \$15,000.

A.E.S. PLUS OP. — A computer services co. requires an experienced A.E.S. Plus operator who is willing to also act as a receptionist. This is a 4 mth. temp. assignment which could lead to a perm. position. Salary \$16,500.

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 (55 wpm) are prerequisites to hiring. Salary \$15,000.

Other permanent positions in Markham also available.

BROWNLEE PERSONNEL
Main St.-Markham
471-6060

We are a successful and growing distributor of process controls for major industries across Canada.

ORDER DESK

Inventory control, shipping, receiving, etc. Basic knowledge of chemistry and instrumentation required.

CLERK TYPIST

General office duties including accurate typing, some experience preferred.
STEELES/WOODBINE AREA
475-8082

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

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

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

BOOKKEEPER

Mature, experienced bookkeeper wanted with knowledge of Acct. Rec., Acct. Pay., Payroll, cash sales, etc. for a Retail business.

Must be able to type 4 to 5 day week. Salary commensurate to experience.

Apply for interview to
Mrs. Sanders 640-3622
Card's Dominion Hardware
505 Main St. W.
Stouffville

BOOKKEEPER/TYPIST

Full Time
For Markham Area

Mature person with excellent communication skills.
Call Miss Gibson
477-2288
10 am — 2 pm