

**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

**WAITERS/
WAITRESSES
475-0666**

Skilled Help 510

**DRIVER
JOB TRAINING &
PLACEMENT HELP**

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

Economist & Sun

**PERSON
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

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.

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**

**ACCOUNTING
CLERK**

Required

AR, Collection, primary responsibilities. Must have some formal accounting background.

Reply with resume to:

Markham Economist & Sun
Box 4135
9 Heritage Road,
Markham, Ont.
L3P 1M3

**ACCOUNTS
RECEIVABLE
CLERK**

Must have good telephone manner, aptitude for figures and be familiar with general office duties. Grade 13 required.

Contact
D. Dampousse

477-0030 Ext 214
For appointment

**BOOKKEEPER/
TYPIST**

Full Time

For Markham Area

Mature person with excellent communication skills.

Call Miss Gibson

477-2288
10 am — 2 pm

**CLERICAL
PART-TIME**

15-30 hours per week. Possible development into full-time. Should have knowledge of scientific terminology.

Labequip Ltd.
330 Esna Park Drive #32
Markham, Ont.
L3R 1H3

OFFICE HELP

Expanding Unionville area Company looking for well organized individual to work in order processing department, to start immediately.

Pleasant telephone manner and typing skills needed. Good knowledge of general office routine an asset.

Call **477-5600**
To arrange an interview

**RECEPTIONIST/
TYPIST**

Required by O.E. Inc. Furniture Division. Good typing skills and pleasant telephone manner.

Denison/Woodbine area
Call Dorothy Tennyson

491-9330

Ext. 211

**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**

**SECRETARY/
RECEPTIONIST**

Full time position available for Secretary/Receptionist in Beaver Creek Industrial Park.

Includes interesting variety of office duties.

Salary commensurate with benefits.

Send resume to:

Mrs. D. Brueckner
40 West Beaver Creek Rd.
Richmond Hill, Ont.
L4B 1G5

SECRETARY

Part-time or Full-time. Knowledge of typing, bookkeeping and answering phone.

Top Wages
Please Call:

475-0174

**JUNIOR
PROGRAMMER**

For a small medical consulting business in Markham. IBM PC Program with various applications. Familiarity with D Base II or III essential.

Send resume indicating experience and salary requirements to:

Box 4138
Markham Economist & Sun
9 Heritage Road
Markham, Ont. L3P 1M3

LEGAL SECRETARY

Experienced in Corporate, Commercial, Real Estate. Victoria Park/Steeles office.

Contact Mr. Hart

863-6120

**HEALTH AND SOCIAL
SERVICES
PLUMBING INSPECTION
BRANCH
CLERK-TYPIST - CASUAL
Salary \$7.97 per hour**

Graduate of a Business and Commerce course. Minimum of 2 years experience in typing and bookkeeping. Excellent interpersonal skills and telephone manner. Knowledge of micro-computer applications would be a decided asset. The successful applicant must be a self-starter and capable of working with little direction to perform a variety of duties: typing, filing and maintaining a small set of books.

Applicant will be required to work out of the Newmarket and Richmond Hill offices.

Unless selected for an interview there will be no acknowledgement.

Please submit resume to:
Human Resources Department
The Regional Municipality of York,
Box 147, Newmarket, Ontario
L3Y 4W9



**RECEPTIONIST
/TYPIST**

Pleasant telephone manner, varied clerical duties, filing and calculations. Non-smoking office.

Steeles & Warden
Ms. Weston

477-0888

RECEPTIONIST TYPIST—If you would enjoy working in a small company with friendly staff and in lovely new offices, this position is worth considering. A professional appearance and telephone manner, typing skills (45 w.p.m.) and a willingness to learn the Accts. Rec. function on an IBM PC is all that is necessary. Salary \$13,500 plus.

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

Other permanent positions in Markham also available.

**BROWNLEE PERSONNEL
Main St.-Markham
471-6060**

Office Help 515

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

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

731-0046

MONDAY 9 am - 12 noon ONLY