

**WAITERS/
WAITRESSES**
475-0666

**WOODWORKING
SHOP**
Full time, experienced preferred.
640-4788

Woolco
**POSITIONS
AVAILABLE
FULL TIME &
PART TIME**
Apply in Person
Customer Service
Woolco Department Store
Markville Mall
Markham
(Anytime)

YARD Labor/Production Help - Required immediately for Upper Canada Post & Beam. Contact Roman. 640-6616.



**Students required to sell Dog
Licenses - summer 1986.**
Phone Keith Saunders
895-2256
(After 6 p.m.)

**PART-TIME
ADMINISTRATION
POSITION**
Available for qualified person. 2 days per week at small manufacturing company.
Duties entail reception and general office functions. Knowledge of computers, bookkeeping and customs export papers an advantage.
For appointment call:
475-7409

**RETIRED
Or
SEMI-RETIRED
COUPLE**
To maintain small horse farm and premises. Hwy 404 and Stouffville Road. Days only. Excellent working conditions. References required.
888-1592

**UNIONVILLE
MOTORS LTD.**
Requires
**FULL TIME
GENERAL
CLERK.**
Phone Larry Gannon
or Bill Beloff
477-1666

WINDOW CLEANER
Due to expansion, the Wind-O-Kleen Company requires one person to join our full-time, year-round staff. Good starting wage. Experience preferred but not essential.
471-4458

**APPLY TODAY
START TOMORROW**
(12) people needed in the areas of Management and Delivery. No experience necessary. Paid training provided. If you are ambitious and have a car.
CALL BERNIE
479-1910

FAST FOOD
Help required for busy restaurant in Woodbine/Hwy 7 area. Fast food experience required. Apply in person at: Double K Burger, 8366 Woodbine Ave (South of Hwy 7).

**FULL TIME
HELP WANTED**
Norm's Landscaping & Gardening
640-2922

CARPENTERS
Wanted - for framing and finishing work.
Call B & H Contracting
477-3124

CARPENTER
With own tools and truck. Call:
294-6655

**DRIVER
JOB TRAINING &
PLACEMENT HELP**
Is available from Rodgers School of Truck Driver Training Ltd. For career details call: (416) 769-3546 for literature.

FARM HELP with knowledge of farm machinery, Markham area, start immediately. Suit retired person or mature student. 887-9314.

**FASHION
SALES**
Excellent opportunity for a highly experienced and dynamic sales person for our specialty ladies fashion store.
Call
477-8839
For Appointment

FARM help required - light farm duties, tractor, machinery experience helpful, suit mature student or retired person. 887-9314.

**FULL
TIME
STAFF**
For pro shop, experience an asset. Start immediately.
Please apply at
**FIREFIGHTERS
ROLLING HILLS
GOLF CLUB**
888-1955

GENERAL LABOURERS
For small acrylic shop north of Markham. No experience necessary. Knowledge of wood-shop equipment an asset. Full time or part time.
640-4164

**ELECTRICAL
ENGINEER
Or
TECHNICIAN**
Required immediately with the following qualifications:
1. Experience in high voltage distribution systems, including substations, line construction and switchgear, ETC.
2. Experience in the application of the equipment for construction use, both indoor and outdoor distribution.
3. Should have sales ability. Some travel in Ontario with a heavy concentration of work in Metropolitan Toronto.
Reply in writing to:
Austin Palmer
Leslie & Palmer Co. Ltd.
7400, Victoria Park Ave.
Unit #2
Markham, Ontario
L3R 2V4

Office Help 515

**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

BANK OF NOVA SCOTIA
Requires a
Part-time

**RECEPTIONIST
TYPIST**
26 hours per week
Contact Bill Jackson
640-3631

ADMINISTRATIVE SECRETARY
The Ontario Region office of a large energy company located in the Warden/Steeles area requires an extremely well-organized individual to work with the District Manager.
Must be able to type 75-80 wpm from a dicta-phone on an electronic video-typing system; proof-read her output, maintain files and follow-up system, as well as prepare statistical reports and charts. Spelling and accuracy extremely important.
We offer a comprehensive benefits package coupled with excellent working conditions.
Send resume to:
ICG Liquid Gas Ltd.
800A Denison Street
Markham, Ontario
L3R 5M9
Attention: Lori Morrison

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

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.

EXECUTIVE SECRETARY
Required immediately to work in exciting sales and marketing environment for company vice president and senior executives.
We need an intelligent self starter with first rate secretarial skills. Candidates must be "take charge" types who can keep a level head while all around are losing theirs. A hands-on attitude and willingness to get involved in every facet of our operation is of course, a must. Our company, Metroland Printing & Publishing, are printers and publishers of the largest and most dynamic chain of community newspapers in the country. We are located at 10 Tempo Avenue (Victoria Park & Finch area).
This one of a kind position, offers excellent benefits, top salary, great working environment and above all, job satisfaction.
Interested applicants please send your resume together with salary requirements to:
Metroland Printing & Publishing Ltd.
10 Tempo Avenue,
Willowdale, Ont. M2H 2N8
Attention: Mavis Martin

Plastic Fabricators
(F.R.P., P.V.C.)
And should have good background in all aspects of custom plastic fabricating.

Helpers
(F.R.P., P.V.C.)
Experience preferred but will train if necessary. Good practical and learning ability a must.
Apply in person to:
Alcore Fabricating Corp.,
65 Newkirk Rd., Richmond Hill
889-4923

SECRETARY
Part-time or Full-time.
Knowledge of typing, bookkeeping and answering phone.
Top Wages
Please Call:
475-0174

BOOKKEEPER
A mature, experienced bookkeeper needed with a knowledge of accounts receivable, accounts payable, payroll, cash and sales report. General office duties including typing.
RECEPTIONIST
With neat appearance and pleasant telephone manner for a Markham firm. Typing a necessity.
Salary commensurate with experience.
For interview please call:
Mr. Frank Vickery
477-2866
Paradoc Investments Inc.

**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

CLERK TYPIST
For Commercial Real Estate office. Searching of titles, project preparation and other duties. Car necessary. Call:
493-0655
Ed Lowe Ltd. Realtor.

CLERK
Do you have an aptitude for detailed work?
We have an immediate opening for a well-organized individual with excellent math skills and good observation skills.
Computer terminal experience would be an asset.
Please Call
475-8048

**INVENTORY
CLERK**
Envelope manufacturing company requires hard-working person to handle inventory control and order desk duties.
Call
294-3700

LEGAL SECRETARY
Experienced in Corporate, Commercial, Real Estate. Victoria Park/Steeles office.
Contact Mr. Hart
863-6120

LEGAL SECRETARY
For general practice with emphasis on Real Estate at Woodbine/Steeles location. Salary \$500. a week.
Contact B. Noik
475-9508

SECRETARY
Markham Consulting Engineering Firm has an immediate opening for an experienced secretary with AES or IBM PC (Samna) word processing experience.
Send resume to
McGregory-Allsop Ltd.
64 Bullock Dr.
Markham, Ont.
L3P 3P2

**SWITCHBOARD/
RECEPTIONIST**
Graphic Arts dealer located in Markham requires an experienced Secretary/Receptionist with some clerical background. Must have own transportation. Permanent position with good company benefits.
Betty Rice
492-8999

**SALES
SECRETARY/
TYPIST**
Junior position available with office equipment company in Woodbine/Steeles area.
Must have pleasant telephone manner and excellent typing skills. Knowledge of electronic typewriter required.
We offer good salary, full benefit package and a friendly atmosphere.
To arrange an interview call:
475-6302

**SHOP
PERSON**
Must be experienced in welding, to assemble track and hardware.
Occasional truck driving. Must have clean driving record.
Dodds Overhead Doors Ltd.
John Street
Thornhill
881-2255

**TYPIST
RECEPTIONIST**
For small modern manufacturing office Woodbine/Steeles area, for appointment call:
475-6984

**YORKTON
SECURITIES INC.**
Requires
**MATURE
SECRETARY**
Stock Brokerage experience an asset. Typing, shorthand and some bookkeeping experience required.
Call Jill
471-4433

**RECEPTIONIST
/TYPIST**
Pleasant telephone manner, varied clerical duties, filing and calculations. Non-smoking office.
Steeles & Warden
Ms. Weston
477-0888

**NORTHEAST OPPORTUNITIES
TO \$16K-18K. LOVE TO TYPE?** If so, let it open the door to this friendly, progressive company. This firm needs you to put your excellent typing to productive use in handling invoices and all general correspondence. Work with pleasant staff in this very congenial atmosphere and take advantage of company benefits and promotional opportunities. Leslie??
CALL CHERYL, CAROLE
OR LYNN AT 493-6880
FAIRVIEW
1800 Sheppard Ave. E.
(Sheppard/Don Mills)



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

Our East End Clients are presently searching for skilled:
• ACCOUNTANTS
• BOOKKEEPERS
• RECEPTIONISTS
• TYPISTS
• SECRETARIES
• W/P OPERATORS
• DATA ENTRY OPERATORS
Call immediately for more information:
Anne Letourneau
596-9184
Adelaide Bilingual