

Office Help

525

Sales Help & Agents

530

Employment Wanted

570

INVENTORY CLERK

Envelope manufacturing company requires hard-working person to handle inventory control and order desk duties.

Call
294-3700

LEGAL SECRETARY

For general practice with emphasis on Real Estate at Woodbine/Steeles location. Salary \$500. a week.

Contact B. Noik
475-9508

PERSON FRIDAY PART-TIME

Mon-Fri 10-4

Small No Smoking office. All general office duties — typing, invoices, pasting and telex.

Please call
Mr. or Mrs. Smith
294-5274

PART-TIME RECEPTIONISTS

Wanted for job sharing in busy medical offices in Unionville and Markham.

Personality more important than experience. Flexible hours.

Send resume to:

Box 4140
Markham Economist
9 Heritage Rd.
Markham L3P 1M3



The following newly created position is available at our head office location.

SECRETARY

This position requires a well organized individual with excellent communication skills, both written and verbal, to provide full secretarial support to two General Managers.

The successful candidate will have a minimum of 2 years secretarial experience and excellent typing skills. Dictaphone experience is preferred but not essential.

To apply, or for further information, please call:

Tina Grouios,
Company Store Operations
BEAVER LUMBER
COMPANY LIMITED
7303 Warden Avenue
Markham, Ontario
L3R 5Y6
479-2255 Ext 2757

CLERK TYPIST

For Commercial Real Estate office. Searching of titles, project preparation and other duties. Car necessary. Call:

493-0655
Ed Lowe Ltd. Realtor.

QUALIFIED BOOKKEEPER

Required
For small business, 2 days per week. Markham area.
477-0268 or 477-2255

RECEPTIONIST/ TYPIST

Full Time/Part Time
Warden/Steeles

Small sales and service office requires a person familiar with handling telephone inquiries, telex machine, typing and general office clerical work from mid-morning to mid afternoon with occasional full time days as needed.

Call Barbara
475-2240

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

TYPIST RECEPTIONIST

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



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.

Warden/Steeles.

Please Call
475-8048

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

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
493-1300

Sales Help & Agents 530

BLINDS N' DRAPES

Is now hiring new staff. Enthusiasm, flexibility and willingness to learn are definite assets.

Call
294-9513

POT POURRI

A leading kitchen gift shop needs part-time Saleshelp.

Please call:

475-1095

SALESPERSON

Required for new art supply store opening on Main Street in Markham. Some knowledge of art supplies preferable.

Call Ralph 471-4571

SALES HELP PART TIME

Wanted

Day and/or Evenings

Send resume to
Woodcraft

370 Denison St. E.
Markham, Ont. L3R 1B9

Hospital, Medical, Dental 535

R.N.'s/R.N.A's

Green Gables Manor, Stouffville is holding an

OPEN HOUSE

On Monday, May 5th
From 10 a.m.-1 p.m.

If you have an interest in Geriatric care, please come to view our facilities and review employment opportunities.

Phone enquiries welcome
640-1310

Domestic Help Wanted 550

NANNY Housekeeper needed for family with 3 school aged boys. Apply evenings 6 pm - 10 pm. 479-2324.

EMPLOYMENT WANTED PART-TIME

Bilingual marketing graduate, 10 years experience, familiar with IBM PC, Gould W/P, HP Graphics, Bookkeeping — available 25 hours/week.

Call 477-4538
After 4 p.m.

Legal Notices

605

NOTICE TO CREDITORS AND OTHERS

All claims against the Estate of MARJORIE HAZEL HAMILTON, late of the Town of Markham, in the Regional Municipality of York, who died on or about the 8th day of October, 1985, must be filed with the undersigned personal representative on or before the 9th day of June, 1986. Thereafter, the undersigned will distribute the assets of the said Estate having regard only to the claims then filed.

Dated this 28th day of April, 1986.
THE CANADA TRUST COMPANY
20 Eglinton Avenue West
Toronto, Ontario
M4R 2E2, Executor
By their Solicitors
CATTANACH, HINDSON, SUTTON & HALL
52 Main Street North
Markham, Ontario
L3P 1X5

Births

615

JAGO — Michele & Frank are very proud to announce and welcome with love the arrival of their first born daughter, KATHLEEN (KATIE) JEAN, 8 lbs. 5 ozs. on April 24th, 1986 at 3:30 pm. Proud grandparents are Dorothy & Mitch McLachlan of Peterborough. Thanks to our family and many friends for sharing our happiness. Thanks to Dr. J.D. Cairns and Staff at North York General Hospital.

Deaths

645

PORTER — Nola Emeline. At Scarboro Centenary Hospital on Tuesday, April 29, 1986, Nola Emeline Farrow of Stouffville in her 81st year. Beloved wife of the late William David Porter. Dear sister of Florence Beach of Uxbridge and Velma Hood of Beaverton. Much loved Aunt of Robert, Gary and Donald Beach, Clarion Hood, Marilyn Smith and Gloria Thompson. Rested at O'Neill Funeral Home, Stouffville. Service was held in the chapel on Friday at 1:30 p.m. Interment Uxbridge Cemetery.

Personals

685

ARE you pregnant—distressed? Birthright cares. 471-4412.

EXPO ACCOMMODATION- 2 bedroom cottage on ocean, nicely furnished, fireplace, beautiful view. Minutes from Expo. \$700 per week. 649-3062.

PARENT SUPPORT LINE, for help with youth drug involvement, 225-6601. Markham Alcohol Drug Education/Parents Against Drugs.

CALL CLASSIFIED

Classified can turn your extra items into extra cash! It's as simple as 1, 2, 3!

1. Gather up all your no-longer-needed items!
2. Call classified and advertise your items for sale!
3. Wait for the customers to come to you! It won't take long!

Classified — we make selling simple!

Economist & Sun
294-2200 495-9440

The Tribune
640-2100 649-2292

DIALING FOR DOLLARS

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