

Experienced WELDER
For manufacturing plant in the Town of Markham. Straight day work.
Call 471-1555

EXPERIENCED HAIRSTYLIST AND ESTHETICIAN
Needed
Good fringe benefits in a Modern Salon.
Call Maria 477-6390 Ext 254

EXPERIENCED GENERAL COOK
Wanted
Apply at
FERNANDO'S
60 Main St. N.
294-6523

Wanted Immediately **RUST CONTROL APPLICATOR**. Mechanically inclined, car preferred, will train. Location Woodbine Ave/Hwy 7.
479-0855
Between 8 AM & 5 PM

Skilled & Technical Help 515

CMA OR NEAR EQUIVALENT
Required to assume full accounting responsibilities from data entry to financial statements with firm in Warden/Steeles area.
This is a career opportunity for a fully experienced accountant with proven track record.
Please phone 475-6730

SECRETARIAL POSITION
Do you possess excellent typing and dictaphone skills, good telephone manner and an abundance of enthusiasm? We are offering a competitive salary, company benefit plan and excellent working environment to the right candidate. Full time permanent position available immediately with medium size manufacturer located in Woodbine/Steeles area. Submit resume to:
Mrs. J. Diesberger
c/o 605 Denison St.
Markham, Ont. L3R 1B8

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

EXPERIENCED CARPENTERS
And Carpenter's helpers required to start immediately in Stouffville area.
640-1275 or 705-357-2280

SYSTEM OPERATOR Part Time
Shepherd Products has an immediate opening for a part time System Operator — Evenings, Monday through Thursday. Knowledge of I.B.M. System 34 and MAPICS I essential.
Please contact Mr. Russell 475-6454 Ext. 128
SHEPHERD PRODUCTS LIMITED
8016 Kennedy Road, Markham


Office Help 525

ACCOUNTS PAYABLE EXPERIENCE PREFERRED 477-1804

LT. INDUSTRIAL — Needed immediately, two full time employees to work on light weight machinery used to manuf. cassette tapes for a music distrib. co. in Markham. To qualify you must have a stable work background, be reliable, clean-cut, & hard-working. Only persons seeking permanent employment need apply.

BROWNLEE PERSONNEL
Main St.-Markham
471-6060

ADMINISTRATIVE ASSISTANT
A challenging and responsible position, available for an individual with excellent administrative and interpersonal skills for a Data Processing Firm.
Duties include answering phone, word processing, dicta, purchasing office supplies, preparing contracts and general office duties.
Excellent salary for the right individual.
Please forward resume to or call:
Encom Information Systems Inc.
33 Fernier St.
Markham, Ont. L3R 3K6
475-6750


Sales Order Desk
For this position we seek someone with a Grade 12 education or equivalent.
The job entails telephone work involving taking and writing up orders, including obtaining pricing, freight costs and credit approval; handling Sales Service Manager and representatives' phone calls, mailings, customer inquiries; and prepare reports and correspondence.
In addition to a competitive salary we offer a friendly work environment and excellent fringe benefits.
Please send resume to:
Derek Yates, Personnel Manager
Reynolds Extrusion Co.
500 Edward Ave., Richmond Hill
Ont. L4C 4Y9

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


ALLSTATE INSURANCE
FULL TIME JOB OPPORTUNITIES
We have entry level clerical positions available in our new Markham Head Office.
Qualified candidates should have:
• High School Diploma
• Minimum typing speed of 35 w.p.m.
Allstate can offer competitive salaries, a full range of company benefits including profit sharing, plus opportunities for future advancement.
Interested applicants please call:
Sue Morrison
477-6900 Ext. 2114
Allstate Insurance
Company of Canada

RECEPTIONIST
WOODBINE/STEELES AREA
Typist experienced, with excellent telephone manner, varied duties. French an asset.
Good Company benefits.
For appointment call:
Lynn 475-6670

CAREER OPPORTUNITY
For growth oriented person who loves working with the public. Busy chiropractic office desires an outgoing, self-starter who would enjoy extensive patient contact, a variety of duties in a modern atmosphere.
Call 477-5557


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

BOOKKEEPER/ACCOUNTANT
To assist with clients records of local C.A. firm.
Duties will include write up of books, balancing of subsidiary ledgers, bank reconciliations, journal entries, working paper preparation etc.
Send resume to:
Accountants Office
72 Wellington St. West
Suite 203, Markham L3P 1A8

RECEPTIONIST
Week-end relief required
Requirements, 30 w.p.m., able to work independently and enjoy working with Seniors.
Contact Mrs. Margaret Hill
Assistant Administrator
Union Villa
477-2822

NORTHEAST OPPORTUNITIES TO \$18K BILINGUAL CUSTOMER SERVICE. A fast moving position for the person who thrives on involvement! Run the show in this variety position as you become responsible for all the order processing. Liaison with sales staff and help organize this busy department. Sheppard/Vic. Park.
CALL CHERYL DEVEAUX AT 493-6880 \$10K NEED A START? That all important first job is waiting for you to help assist in this busy Accounting Department. If you like figures, are enthusiastic and willing to learn then this variety position can be yours! Warden/Steeles.
CALL LYNN ALDCORN AT 493-6880 \$13K JUNIOR ORDER PROCESSING. You will enjoy this pleasant office group. A promotable position for the person who is industrious, self-motivated and has an excellent telephone manner. Leslie/#7.
CALL LYNN ALDCORN AT 493-6880 TO \$18K INTERMEDIATE FINANCIAL SECRETARY. DO YOU HAVE A FLAIR FOR ORGANIZATION AND ADDED RESPONSIBILITY? If so, it will pay off for you in this rapidly expanding Markham company. Reporting directly to the Owner/Manager, you will utilize your hands-on computer knowledge to maintain a smooth flow of financial information, handle order processing, make daily bank deposits, and be totally responsible for secretarial-related functions. This position is ideal for the ambitious, self-motivated individual who works well under pressure, has a strong sense of urgency for meeting deadlines and has a high energy level. Warden/Steeles.
CALL CHERYL DEVEAUX AT 493-6880 \$13-\$15K WAREHOUSE HELPER. Put your capable warehouse experience to good use in this rapidly expanding Thornhill firm. Friendly environment and good benefits. Leslie/#7.
CALL LYNN ALDCORN AT 493-6880 \$15,500 RETURNING TO THE WORK FORCE? Team up with this well established firm in Don Mills. Our client requires a mature individual with excellent communication skills plus good typing and administrative abilities to fill an intermediate position in their advertising department. Challenging opportunity figures and would be interested in learning the computer.
CALL CAROLE POELL AT 493-6880 \$13K GIRL FRIDAY. Quiet, casual office in Thornhill has the immediate need for a bright junior with limited office experience. Bring along your basic typing skills and your enthusiastic personality and you're hired!
CALL CAROLE POELL AT 493-6880
FAIRVIEW SCARBORO
1800 Sheppard Ave. E. 100 Constium
(Sheppard/Don Mills) 3rd Floor
493-6880 296-9952


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: 493-1300.
Metroland Printing & Publishing Ltd.
10 Tempo Avenue,
Willowdale, Ont. M2H 2N8
Attention: Mavis Martin
493-1300

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

PERMANENT PART TIME POSITION
In small office for person with above average telephone manner and accurate typing skills.
Please call after 1 pm 298-4004
QUALIFIED BOOKKEEPER
Required
For small business, 2 days per week. Markham area.
477-0268 or 477-2255

RECEPTIONIST /TYPIST
Immediately for Markham office. Lots of variety. Fast paced environment. Pleasant telephone manner a must.
Mrs. Douglas 475-5315

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

ONTARIO GOLF ASSOCIATION PERSON FRIDAY (SEASONAL)
If you are a mature student looking for summer work and can type and are computer-oriented, please call:
Cheryl or Christine 475-5238

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 Whitten
596-8174
Adelaide Bilingual

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

SECRETARY/BOOKKEEPER
Experienced, wanted 2 days per week, 3-4 hours per day for paving company.
477-4145
John (after 7 pm)

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
Required for local law firm. Real estate and general practise. Experience preferred.
Call Eric Button 640-3530
Or send resume to **Box 220 Stouffville, Ont. L0H 1L0**

CLERK
Required
3 Days per week
Some typing. \$6.00 per hour.
477-0827

LEGAL SECRETARY
Full-time with real estate and commercial experience. Don Valley Parkway/Steeles.
475-0550

SALESPERSON
Required for new art supply store opening on Main Street in Markham. Some knowledge of art supplies preferable.
Call Ralph 471-4571

KIDS' WAREHOUSE CHILDREN'S STORE
requires **FULL TIME**
Experienced fashion salesperson for days and evenings
Markville Mall 474-5437

BLINDS 'N' DRAPES
Is now hiring new salestaff.
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

SALES HELP PART TIME
Wanted
Day and/or Evenings
Send resume to **Woodcraft 370 Denison St. E. Markham, Ont. L3R 1B9**

SALES HELP WANTED
Stouffville Bakery 640-3146

Domestic Help Available 555
DEPENDABLE Swedish Nannies — domestic helpers, available for live-in positions for summer and fall. Personally interviewed, experienced, references. 471-1950.

EXPERIENCED — mature housekeeper, live-in, available. 294-3862, Mon-Fri, 9 am - 5 pm.

Part Time Seasonal Help 560
COOKS POSITION
Available for seasonal part-time employment at Claremont Field Centre and Bruce's Mill Snack Bar. To apply please contact:
Everton Graham 736-1733


CTS-TV seeking new kids 4-13 for TV beginners direction.
Parents call **964-9610**

Tenders 600
TENDER FOR MECHANICAL INSTALLATION OF HEAT RECOVERY EQUIPMENT IN FOUR SPORT FACILITIES

This work generally comprises the installation of heat exchanges, tanks, pumps, refrigeration and water piping, some electrical and control work.
Sealed tenders clearly marked as to contents will be received by the Town Clerk at 8911 Woodbine Ave., Markham, up to and including Thursday, May 22, 1986 at 1 p.m.

Tender forms and specifications may be obtained from the Purchasing Department at the above noted address.
Lowest or any tender or any part of any tender not necessarily accepted.

C. Reardon A.M.C.T. (A) Tender Purchasing Agent 32-86


8911 Woodbine Ave.
Markham, Ontario
L3R 1A1
477-7000