

General Help

STUDENT wanted for farm help. Ballantrae area. \$4 - \$5.00 per hour. Call 640-5718.

WAREHOUSE HELP
Experienced
PICKING & PACKING

Excellent benefits. Vicinity of Hwy 404 and #7.

881-0704

WAREHOUSE HELP

Markham Publishing Company requires warehouse help on evening shift.

477-0030

Ask for Ian

WANTED

Full and part-time. All ages. WALKERS for flyer distribution. Paid weekly. For more information please call:

283-5212



MANAGEMENT TRAINEE

Grade 12 requirement. Salary commensurate with education.

Apply Monday - Friday, 10 a.m. - 9:30 p.m.

CUSTOMER SERVICE
5000 HWY. #7
MARKVILLE MALL

OLD FIREHALL SPORTS

BOARD SAILING INSTRUCTORS

Qualified instructors required for full time positions. Unionville and Lakeshore locations.

Apply in Person
Old Firehall Sports
170 Main Street
Unionville, Ont.

Old Fashioned Maids

Now Expanding

Requires energetic, conscientious individuals to join our team.

Experience preferred.
Call
474-1412

PART TIME HELP wanted to look after hatchery and young chickens. Must be comfortable with birds. Work is suitable for girl or woman. Phone 640-5321.

ROUTE DRIVERS

For early morning deliveries
Monday - Saturday
2 am - 6 am
Reliable vehicle needed
Approx. \$10.00 per hour

Call Liz or Jill
7 am - 12 noon

1-800-268-5629

WAREHOUSE PERSON

Mature individual required for long established industrial distributor in the Markham area.

Duties will include order filling, customer service, shipping, receiving etc.

Good opportunity for the right individual.

Call
Mr. K. McMinn
475-1331



TOWN OF WHITCHURCH-STOUFFVILLE

Requires a part time

WEED INSPECTOR/

BY-LAW ENFORCEMENT OFFICER

Individuals interested in the above contract position are invited to submit their resumes to the undersigned prior to May 27, 1986. Previous law enforcement experience at any level a definite asset.

Bruce Arrowsmith
Chief Building Official
19 Civic Ave., Stouffville, Ont.
L0H 1L0

Office Help

WOOD FINISHER

For manufacturing plant in Markham, steady day work.

Call
471-1555

WAITRESSES /WAITERS

Apply in Person

Remington's
8365 Woodbine Ave.
Markham
(Hwy 7 & Woodbine)

Skilled & Technical Help 515

DRIVER JOB TRAINING & PLACEMENT HELP

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

Office Help 525

Secretaries

American Express, a leader in the Canadian financial services and travel industries, currently offers these challenging opportunities for energetic and highly motivated Secretaries with a mature approach. Working with professional management, you will carry out a variety of administrative assignments that will enable you to enjoy increased responsibility and scope.

A secretarial diploma or relevant formal training combined with 3 to 5 years' related experience are essential, as are good word processing and dicta skills. You must also have a professional manner, as well as excellent organizational abilities so as to handle a large volume of work in a fast-paced environment. Shorthand would be an asset.

We offer a competitive salary, comprehensive benefits, and the opportunity to progress as quickly as your talents merit.

Please send your resume, in confidence, to:



Human Resources Administrator
86-20/DM/JS
American Express Canada, Inc.
101 McNabb Street
Markham, Ontario L3R 4H8



10096 Yonge St., Richmond Hill

EXEC. SEC./MFG. BACKGROUND. Good personal appearance essential. Superior organizational skills. No. 7 & 400 Hwy. 25 k.

SEC. With bubbly personality. WP req. Marketing/sales background helpful. Steeles/Keele. Salary neg.

EXEC./ADMIN. ASSIST. SHORTHAND. Dream job. Call for details. Markham location.

BILINGUAL RECEPTIONIST. French/English. Typing req. Markham. Salary neg.

PART-TIME SR. FULL CHARGE BOOKKEEPER. Richmond Hill.

FULL CHARGE BOOKKEEPER/SEC. with computer exp. Italian an asset. Woodbridge. Salary neg.

2 POSITIONS FOR SEC. WITH W/P and aptitude for micro computers. Markham. Salary neg.

RECEPTIONIST/TYPIST. Exc. grooming req., Super opportunity. Salary open.

Many other permanent and temporary positions available.

Call for details.

884-6782

DICTA SECRETARY VICTORIA PARK/STEELES

We require an outgoing individual with excellent typing and dicta skills, coupled with a pleasant telephone manner and a good command of the English language. If you can handle a large volume of dicta in exchange for good salary and working conditions,

Please Contact
Tom Eddy
493-9399

JUNIOR CLERK TYPIST

Bright, personable individual required for our Sales Department. Typing 45-50 w.p.m. accurate. Varied duties including filing, copying, data input (will train).

Pleasant working conditions and excellent company benefits. Immediate opportunity. Permanent position.

Location Woodbine/Steeles.

Call Evelyn Black

STETRON INTERNATIONAL
475-6202

QUIET OFFICE ON MAIN STREET, UNIONVILLE

Due to a family transfer we are losing a great employee. Are you the one who can take her place while enjoying a small quiet office environment?

We require a mature individual with pleasant telephone manner to handle reception and assist with clerical duties.

Preference will be given to those with bookkeeping related work experience and would be most desirable to individuals wishing to re-enter the work force.

Please contact Mrs. Black at 475-1125

A young wholly owned subsidiary of one of Canada's largest Corporations in the Leslie/Hwy #7 area, requires an

ACCOUNTS PAYABLE CLERK

You will be a self-motivated individual with 2nd or 3rd level C.G.A. designation and computerized accounting experience, most recently in accounts payable. The successful candidate will enjoy a fast paced environment that offers challenge, opportunity and a competitive compensation package commensurate with experience.

Please send your resume in confidence, stating salary requirements to:

Box 4142
Markham Economist & Sun
9 Heritage Road
Markham, Ontario L3P 1M3

Economist & Sun

ECONOMIST & SUN DISTRIBUTION DEPARTMENT

Requires person to work part-time — approximately 4 days per month to do dealer collections.

Please call:

Sandra Marrier at 294-8244
For more information

Receptionist

Required Immediately

In the Steeles and Woodbine area.

Responsible person with good telephone manner.

Must be able to type.
Phone Natalie Woods

475-6800

SECRETARY, executive level with some shorthand to handle varied duties for President in comfortable working environment. Must be well-organized and able to set priorities. Location Aurora \$20 k range. Call Marg 482-2464. McLean & Assoc.

CAREER OPPORTUNITY

Does the Challenge as a Receptionist in a busy Real Estate office appeal to you?

This is a permanent position for evenings and weekends.

Located in prestigious Markham Village Lanes.

Call Valerie

471-6600

Re Max Markville Realty Ltd.

SENIOR BOOKKEEPER VICTORIA PARK/STEELES

If you are familiar with all aspects of accounting to financial statement, have supervisory experience, and enjoy a fast pace and friendly environment -

CALL GAIL AT
494-5829

DATA ENTRY CLERK

Full-time position available immediately, accuracy and speed required for invoicing. Woodbine-Denison area. Call Pat:

475-6345

DATA ENTRY OPERATORS

\$16,000 plus bonus. 18,000 keystrokes reverse.

Carol Milne & Associates Inc.

229-4611

You have experience in telemarketing, are outgoing and have some knowledge in the computer field. This Canada wide company needs you.

If you have a car and are ready for a change call:

TOWER TOTAL PERSONNEL SERVICES AT 482-5560

ACCOUNTING CLERK

A/R, collection, assist controller. Must have some accounting and computer background. Work 3 days or half days. Potential for full time later.

Reply in writing stating salary requirements to:

Weidmuller Terminations Ltd.
67C Steelcase Rd. W.
Markham, Ont. L3R 2M4
Attention: Hanna Radomil

MARKHAM/SCARBOROUGH /WILLOWDALE

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.

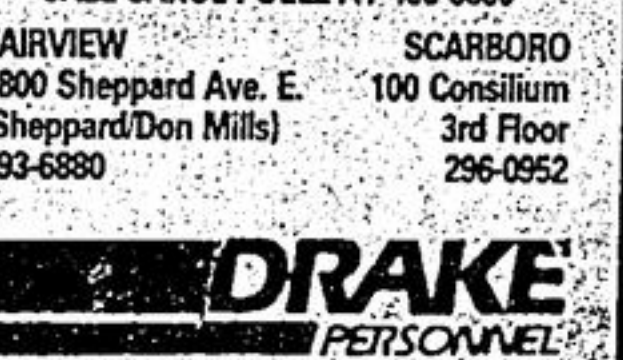
CALL CHERYL DEVEAUX AT 493-6880
\$16K JUNIOR EXECUTIVE SECRETARY FABULOUS OPPORTUNITY! If you enjoy challenge and opportunity, then look no further! This very professional development firm requires a well organized, flexible individual with good secretarial skills to assist in this growing organization. Pleasant co-workers and executive surroundings are special extras that will make your days at work a pleasant event. Don Mills/Eglinton.

CALL CHERYL DEVEAUX AT 493-6880
\$24K LEGAL SECRETARY. Show what you can do with your strong legal real estate experience when you team up with this well established firm in Don Mills. You'll love the challenge of this newly created position working for the President and Corporate Lawyer and you'll enjoy the brand new plush office environment. Bring along your excellent typing and dictaphone skills as well as your top notch organizational and communication abilities and this exciting opportunity will be yours.

CALL CAROLE POELL AT 493-6880
\$14K LOOKING FOR YOUR FIRST JOB? Team up with this large organization in Don Mills. Our client requires a responsible individual with excellent communication skills plus good typing and administrative abilities to fill a junior position in their advertising department. This challenging opportunity awaits the self-starting individual who enjoys working with figures and would be interested in training on the computer.

CALL CAROLE POELL AT 493-6880
\$20K EXECUTIVE SECRETARY - AURORA. Busy office in Aurora has the need for a top notch secretary to work for the President. Utilize your fast typing and shorthand skills in this varied and challenging position.

CALL CAROL POELL AT 493-6880
FAIRVIEW SCARBORO
1800 Sheppard Ave. E. 100 Conzilium
(Sheppard/Don Mills) 3rd Floor
493-6880 296-0952



RECEPTIONIST/PERSON FRIDAY Part-time, required immediately, two days per week, Thursday and Friday. Must have pleasant telephone manner, minimum 50 w.p.m. typing and general knowledge of office procedures. Experience on telex would be an asset. Victoria Park/Steeles area. Please call 475-1531.

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

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

SWITCHBOARD/ RECEPTIONIST

Required IMMEDIATELY Full Time Position Typing required For appointment please call

889-1191
K.J. Beamish
Construction Co. Limited

JUNIOR LEGAL SECRETARY/ RECEPTIONIST

Our Markham branch office has an immediate opening for an enthusiastic, well organized, legal secretary/receptionist. Are you a recent graduate of a legal secretary program? Do you possess good typing and dicta skills? Would you enjoy being part of a team in a busy professional office environment? If so, please call immediately to arrange an interview.

Linda Barlow
Miller, Thomson, Sedgewick
Lewis and Healy
595-8675

JUNIOR CLERK

Are you just out of school and looking for your first step to a career?

Our busy, friendly Markham client needs a dedicated employee to join their growing team in a floating capacity.

The main duty is filing, and the right individual will be flexible, easy going, hard working with the potential to advance.



Call
Anne or Debbie
492-8502

KERRY INDUSTRIAL LIMITED

4140 Midland Avenue

We are looking for a bookkeeper/accountant capable of handling a full set of books including monthly financial statement.

Top salary to right person.

Call Carol
For appointment
291-7106

LEGAL SECRETARY

Victoria Park/Steeles
Real Estate, Corp., Commercial.

Flexible Hours. Free Parking.
Call Ms. Alexander
479-6120

SECRETARY/CLERK TYPIST

Required Full time for small electronics company in Markham. Typing 60 wpm, some accounting experience preferred.

Inquire 477-0615

SENIOR DATA ENTRY OPERATOR

Steeles/Woodbine Area

Order entry or accounting experience on micros required.

Call 475-6330
Ext. 24

TELLER

Applications are being taken for position of teller, full time.

STOUFFVILLE DISTRICT CREDIT UNION
96 Main St. W.
Stouffville, Ont.

BOOKKEEPER Experienced Part Time

Required for the Markham area. Restaurant experience an asset.

Call Paula
475-5360

CLERK

Required for warehouse checking orders.

Woodbine-Denison
Call Pat
475-6345