

Office Help

525

Sales Help & Agents

530

CREDIT & COLLECTION CLERK — This busy co. needs a qualified credit and collection clerk. Lovely offices, congenial staff and an attractive employee benefits package is offered salary \$15K.
JR. TYPIST — A perfect position for a recent graduate. This rapidly expanding co. requires a bright flexible individual who enjoys both typing (50 w.p.m.) and clerical duties. Good advancement opportunities. Salary \$12K.
IBM DISPLAYWRITER — A well-known manufacturing co. located at Kennedy/Ellesmere requires a first rate Exec. Secretary for their V.P. of Finance. This is a challenging position requiring good word processing skills and organizational ability. Salary \$19-\$20 K.
 Call us about the other permanent positions available in Markham.

BROWNLEE PERSONNEL
 Main St.-Markham
 471-6060

MARKHAM/SCARBOROUGH /WILLOWDALE
TO \$25K SALES CO-ORDINATOR. LIFE AT THE TOP CAN BE YOURS! Involvement, responsibility and variety are just a few words that describe this exceptional opportunity. As Sales Co-Ordinator your days will be filled with organizing an order desk, inventory control, receiving products, purchasing goods and account sales analysis. If you are well organized, are technically inclined, excellent with figures and have a strong understanding of computers and their applications, than this challenging position can be yours!
CALL CHERYL DEVEAUX AT 493-6880 TO \$15,600 CUSTOMER SERVICE. Your tactful telephone manner and order desk experience will help you land this versatile position in the Willowdale area. Your days will fly by as you organize customer inquiries, process orders and become an excellent paper manager. Friendly co-workers.
CALL CHERYL DEVEAUX AT 493-6880 TO \$25K EXECUTIVE SECRETARY. As Secretary to the President you can really be involved and grow with this up-coming firm. If you enjoy the challenge of a professional environment and executive surroundings, then this excellent opportunity awaits you. Thornhill.
CALL CHERYL DEVEAUX AT 493-6880 \$13K PUBLIC CONTACT. Show off your bubbly, enthusiastic telephone manner as you act as Receptionist-Typist in this busy company, located in the Markham area. Help out with some overflow typing duties. Excellent hours.
CALL LYNN ALDCORN AT 493-6880 TO \$18K SOMETHING DIFFERENT. Use your flair for figures to good advantage. This growing Markham firm requires a well organized, industrious secretary with hands-on computer knowledge to put this busy, expanding office into good shape. Lots of variety as you help co-ordinate and distribute financial information, organize people and perform all general secretarial functions. Excellent opportunity for the career-minded individual.
CALL CHERYL DEVEAUX AT 493-6880 \$20-\$25K LEGAL SECRETARY. This growing legal Division of a well-respected company requires a legal secretary with at least five years Real Estate experience to perform all secretarial and admin. functions for their senior executives. A unique opportunity for the legal secretary to work in a different environment.
CALL LYNN ALDCORN AT 493-6880 \$16K PLUS DICTA SECRETARY. Challenge and variety await the individual who enjoys using their secretarial skills. If you are well organized, thrive on responsibility and enjoy lots of dicta, this is the ideal position for you. Company bonus! Eglinton/Laird area.
CALL LYNN ALDCORN AT 493-6880
FAIRVIEW SCARBORO
 1800 Sheppard Ave. E. 100 Conzilium
 (Sheppard/Don Mills) 3rd Floor
 493-6880 296-0952

DRAKE PERSONNEL

RECEPTIONIST TYPIST
 Required by a leading automotive parts manufacturer in Uxbridge.
 Applicant must have high school education, good typing skills and pleasant telephone manner. Keypunch and telex experience an asset. Excellent company benefits and competitive salary.
 Please submit resume to:
PERSONNEL OFFICE
DOMINION AUTOMOTIVE INDUSTRIES INC.
 141 Reach St.
 Uxbridge, Ont. L0C 1K0

DATA ENTRY CLERK
 Rapidly growing Markham publisher seeking Data Entry personnel for busy circulation department.
 Interesting variety of data entry work. Good benefits. Salary commensurate with experience.
 Please reply to:
 Camar Publications
 130 Spy Court
 Markham, Ontario
 475-8440

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 REQUIRED IMMEDIATELY
 For new branch office. Indicate salary expected.
 Send resume to:
 270 STEELCASE RD. E.
 MARKHAM, ONT.

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

SECRETARY/RECEPTIONIST
 Canadian Tel-A-Views, producer of the Markham Home Show, has an immediate opening for a mature, responsible individual to handle phones and basic office routine.
 Must possess good typing skills and phone manner, be well organized and willing to take initiative.
 Interested applicants please call:
SUE BLUNDELL
 477-2677

Nelson
JUNIOR SECRETARY
 We are looking for a well organized individual capable of handling a variety of clerical duties and typing.
 The successful candidate will have Grade 12 education, good communication skills and excellent spelling and grammar.
 Warden/Steeles
 475-8048

PAYROLL
 Experienced payroll clerk. Will train on in-house computer system.
 Woodbine/Hwy. 7 Area
 477-8573


BLINDS N' DRAPES
 Requires MATURE SALES STAFF
 Permanent, part time position. Sewing experience an asset. Training provided.
 294-9513

SALES PERSON \$8.00 PER HOUR
 Part-time, experienced sales person required for ladies fashion boutique.
 Apply in Person.
LA CHERI
 Markville Shopping Centre
 Upper Level
 Hwy 7 & McCowan Rd.
 Markham

Hospital, Medical, Dental 535
DENTAL ASSISTANT
 Part Time
 2 - 3 days per week
 Brimley/Steeles
 Call
 475-2848

UNION VILLA REGISTERED NURSES
 Required for
PART TIME RELIEF
 Please Call
 Mrs. Donna Barudzija
 477-2822

OUTSIDE SALE POSITION
 We are a small well established manufacturer/distributor of computer related products in the Warden-Steeles area.
 We are seeking a competent, professional salesperson to sell into the telecommunications and sophisticated computer graphics market place.
 This is an excellent career opportunity to join a healthy growing company with proven track record and attractive future.
PLEASE CALL 475-6730

Hotel/Restaurant 540
NORTH TORONTO'S NEWEST

 The hospitality people of **ITT**
An Exciting, Deluxe Corporate-Convention Hotel is Currently Seeking Enthusiastic Individuals To Fill Immediate Openings For The Following Full & Part-time Positions:
FRONT OFFICE: • SWITCHBOARD
 • RESERVATIONS
 • BELLSTAFF
 • NIGHT AUDITORS
HOUSEKEEPING: • FLOOR SUPERVISORS
 • MAIDS
 • HOUSEPERSONS
KITCHEN: • FLOOR SUPERVISORS
 • STATION CHEFS
 • 1ST COOKS
 • COOK'S HELPERS
 • STEWARD
 • DISHWASHERS
CAFE & FINE DINING: • HOST/HOSTESSES
 • WAITERS/WAITRESSES
 • BUSPERSONS
 • ROOM SERVICE
 • WAITERS/WAITRESSES
LOUNGE: • BARTENDERS
 • WAITERS/WAITRESSES
BANQUETS: • BANQUET MAITRE 'D
 • CAPTAINS
 • PORTERS
 • CASUAL WAITERS/WAITRESSES
 • BARTENDERS
MAINTENANCE: • GENERAL MAINTENANCE PERSONS
 (ELECTRICAL & PLUMBING EXPERIENCE NECESSARY)
 Applications Will Be Accepted In Person on May From We are Located At: Hwy. #7 Between Bayview & 404. We Look Forward To Meeting You!!

Teaching Opportunities 545
NURSERY SCHOOL TEACHER/MARKHAM
 Part-time, teach music 8 hours per week. Begin September. Public School, ECE or other.
 223-9126

Domestic Help Wanted 550
 CLEANING person, mature, steady, thorough. 2 person household. 1/2 day every second week. (Evenings and weekends). 294-8247.
 CLEANING PERSON REQUIRED weekly. Must drive. Phone evenings 852-5774.

Employment Wanted 570
BOOKKEEPING & OFFICE SERVICES
 Available, fully qualified bookkeeper, reasonable rates.
 Phone 640-1627

Domestic Help Available 555
 CLEANING lady, experienced has openings for Markham/Unionville area. 640-5482 (after 5 pm).
Births 615

WOOD - Barry and Mary are pleased to announce the safe arrival of Janet Lynn 6lbs 7 1/2 oz. Born on April 25, 1986, a sister for Kathy. Proud grandparents are Mrs. Ray Wood and Mr. & Mrs. James Crichton. Special thanks to Dr. T. Logaridis and all the nursing staff at Scarborough Centenary Hospital.


 Crew 4 would like to congratulate our brother, Dan Eastman, on becoming a brand new father. A healthy 8 lb. 10 oz. baby boy, Robert Daniel. Congratulations Dan! Now if we could only get him to dress more like a brother rather than a sister.