

BOOKKEEPER

Kennedy Rd/Steeles — Scarborough

Head office of industrial developer has immediate opening for a fully qualified Bookkeeper familiar with one-write system and I.B.M. PC, to handle the complete accounting functions and including trial balance.

Please call Mrs. Long 9 — 5 weekdays.

292-0665



RECEPTIONIST/TYPIST & VIDEO SALES CLERK

Some experience preferred. Salary range \$13,000 — \$15,000. depending on experience.

Call Lynn or apply in person at:

153 Telson Road

475-3550

SECRETARY

Must be neat, organized and able to work under pressure. At least two years experience, excellent typing and telephone manner required. Warden and 14th Avenue. Phone:

471-5230

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
494-9399

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

BILINGUAL CUST. SERVICE — This well-established Markham Co. requires a bilingual customer service rep. The successful candidate will have good conversational french and be detail-minded. (80 percent clerical/20 percent telephone). Salary \$16K plus good benefits.

CREDIT & COLLECTION — A rapidly expanding distribution co. (Hwy. 7/Leaside) has an immediate need for an experienced credit and collection clerk. Lovely offices and friendly staff. Salary NEG.

W. P. SECRETARY — Interesting position for a bright young individual who likes the idea of working in the beautiful offices of a prestigious company. You will be involved in a secretarial support role requiring word processing (training provided) and relief switchboard/recept. This is a 4-5 mth. assignment starting July 7th.

EXEC. SECTY. — Excellent opportunity for an ambitious well-groomed individual with good work processing skills. You should have the ability to organize and keep a busy V. P. on-track. Kennedy/Ellesmere location. Salary \$19-20K.

JR. TYPIST — An ideal position for a recent graduate. Start your career as a Typist/Clerk and continue to move-up in this growth co. A lot of enthusiasm and 45-50 w.p.m. typing is all that is needed.

BROWNLEE PERSONNEL
Main St.-Markham
471-6060

Beltone Electronics of Canada Ltd.

Requires

Receptionist/Typist

A leading manufacturer of consumer medical products requires an individual who has prior experience in office procedures and typing skills.

Prior experience with word processors would be an asset, but is not essential to this position.

We are located in the Dufferin - Langstaff area.

We offer remuneration and benefits in a congenial atmosphere.

Please send your resume in confidence to:

Brian Woodhurst,

Beltone Electronics of Canada Ltd.,

124 Connie Cres., Unit 4A, Concord, Ont. L4K.1L7

LAW CLERK

Applications are now being received for the above position in the Administration Department (Legal Division).

DUTIES: Responsible for all searches required in Real Estate and Commercial practice including courts, land registry, personal property and corporations; draft correspondence, contract agreements, land instruments and other legal documents for approval of Solicitor; maintain a law library and act as a resource person to Town Departments; responsible for various collection claims and attendance before small claims court; perform general office duties as assigned.

QUALIFICATIONS: Communications; general knowledge at a high school level; related education at the post secondary school level an asset; must own transportation and a valid driver's licence; related job experience a definite asset.

SALARY: \$23,152.00 — \$27,212.00 per annum.

Please apply on or before June 13, 1986 to:

The Department of
Human Resources
Town of Markham
8911 Woodbine Avenue
Markham, Ont.
L3R 1A1



LEGAL SECRETARY — Uxbridge law firm requires a full time legal secretary, experienced in real estate and estates. Position available immediately. Please repond to: Harris, McKay, Mack & Kisbee, Box 519, 10 Brock St. E., UXBRIDGE, Ontario. LOC 1K0 or phone 852-3379.

Sales Help & Agents 530



**AMBITIOUS, AGGRESSIVE
LEASING REPRESENTATIVE
FOR MARKHAM OFFICE
SALARY PLUS
COMMISSION
SOME LEADS PROVIDED
CALL LOU 471-1966**

PART TIME EXPERIENCED BOOKKEEPER/ SECRETARY

Wanted

Flexible hours
Call 477-8970

Hospital, Medical, Dental 535

**CERTIFIED
DENTAL
ASSISTANT**
Required

Apply to Box 899
Stouffville, Ont.

**DENTAL
ASSISTANT**

Part Time
2-3 days per week
Brimley/Steeles
Call
475-2848

**DENTAL
ASSISTANT**

Required for progressive Orthodontic Practice in Markham.

The special team member we are seeking should be friendly, caring and self-motivated. Must have good typing ability, X-Ray course or certification, and a car. Previous experience would be an asset.

We offer an enjoyable working atmosphere, a nice variety of duties and good benefits.

If you are our special person please call between 8:45 am and 4:45 pm.

294-3080

Sales Help & Agents 530

ONE + ONE

One + One is one of the most rapidly expanding ladies fashion chains in Canada. Due to expansion in north Toronto, One + One is currently seeking an assistant manager for the Markville Shopping Centre location. The candidate should have ladies retail background and possess proven skills in sales and merchandising. If you qualify and wish to join our professional retail team, please call for an interview.

JEAN THIRD
366-5300

FRENCH TEACHER

Part-time French Teacher needed to teach for language school at companies in the Markham and Scarborough area. Must be native speaker, have university degree. Experience is an asset. Car needed.

968-1405

Domestic Help Wanted 550

CLEANING lady needed, \$10 per hour. Tuesday & Friday, 9 am — 12 noon. Must have own transportation. Must do laundry. Written references required. Call Cindy 294-2533.

HOUSEKEEPER/Babysitter live in, Markham, needed September 1st, to assist stay at home mother of 2 children, girl 5 yrs. boy 1 1/2 yrs. Call 887-5487.

HOUSEKEEPER — 3 hours daily, to prepare dinner for disabled adult. Own transportation required. 649-1331.

Domestic Help Available 555

FRENCH CANADIAN NANNY AGENCY

Summer nannies and full-time nannies — screened.

698-9424 or
463-5213

RELIABLE cleaning lady with references available every second Friday. Please call me at 630-2127 after 5 p.m. Markham and Unionville area.

Employment Wanted 570

EXPERIENCED FARM MANAGER

Farm manager with 35 years board farming experience. (Two position in last 24 years). In early 50's; seeks position.

416-884-3454

Public Notices 610

NOTICE STOUFFVILLE CO-OP

Will be closed for stocking

**Monday
June 2nd**

Deaths 645

SHEARN, William (Bill) — Suddenly on Wednesday, May 28, 1986, Bill beloved husband of Winnie. Dear father of Cathie and Geoffrey. Dear brother of Edith and Dorothy. Funeral Service in the Chapel of the Dixon-Garland Funeral Home, 166 Main St. N., Markham on Saturday, May 31st at 2 p.m. Interment St. Philips Cemetery, Unionville.

In Memoriams 655

LARSEN FINN died tragically June 5, 1985. Sadly missed by his friends and co-workers at Flexillum Canada Ltd.

Announcements 675

THE 177th Annual Service of the Friend's Meeting House, Quaker Hill, Uxbridge will held on Sunday, June 8th at 2:30 p.m. You are welcome!

Coming Events 680

SPECIAL BINGO — Friday, June 6th at 7:30 p.m. Markham Veterans, 7 Washington Street. Door prizes - 2 Jackpots. Proceeds to Community projects. Advanced tickets: 294-3692 or 294-0103.

Business Personals 691

BAGPIPING — Add a touch of Scotland to that special occasion parties, weddings, etc. 649-2189.

Transportation Available & Wanted 695

NOVA SCOTIA — Van travelling to Nova Scotia seeks two individuals to journey. July 26th, 294-0859.