

FOREMAN PRECISION SHEET METAL

Expanding business in Richmond Hill requires working foreman. Duties: supervision, in process inspection, scheduling. Knowledge of precision sheet metal and close tolerance checking a must. Excellent opportunity for the right person.

884-5250

The Town of Markham is seeking, for the Legal Division of its Administration Department, a qualified

Law Clerk

You will assume responsibility for all searches required in Real Estate and Commercial practices including courts, land registry, personal property and corporations, as well as draft correspondence, contract agreements, land instruments and other legal documents for the Solicitor's approval. You will also maintain a law library, act as resource person to Town Departments, and check various collection claims and attendance before small claims court. In addition, you will perform general office duties as assigned.

To qualify, you have successfully completed a high school curriculum and ideally possess related education at the post-secondary level. An excellent communicator, you also preferably have relevant job experience. A valid driver's licence and own means of transportation are essential.

The salary range is \$26,444 - \$31,052. Interested applicants are asked to submit a resume before June 20, 1986 to: The Department of Human Resources, Town of Markham, 8911 Woodbine Avenue, Markham, Ontario L3R 1A1.



Economist & Sun

Requires

TELEPHONE SALES REPRESENTATIVE Part Time

We have a part-time position available in our Classified Department for an energetic, self motivated person.

Telephone sales and knowledge of the newspaper industry an asset, but not essential.

For interview please call:

294-2200

Debra Weller

Classified Manager

Economist & Sun

We have an immediate opening in our

ACCOUNTING DEPARTMENT

A full-time position is available for an experienced, friendly, outgoing, well organized person.

Duties will include billing accounts payable, accounts receivable, typing and various other accounting duties.

Please apply in person
Markham Economist & Sun
9 Heritage Rd. (Markham)

Or Call
Christine Ewell
Office Manager

294-2200

Invoicing Clerk

Includes data checking and entry into computer.

No collection work required.

We will train a willing, hardworker.

Good salary and benefits.

To start early July.

Call Bill Burns,

475-6630

Custom Crete

7655 Woodbine Ave., Markham

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

CLASSIFIED SALES REP FULL TIME

The Classified Department of the Mirror Newspaper requires an experienced telephone sales person.

Duties will include: telephone sales, typing of copy, some clerical functions.

Successful applicant will be able to communicate well on the telephone, have good typing skills, be able to work under pressure and the ability to meet deadlines in a team-oriented office.

We offer salary plus commission, good company benefits and a friendly working environment. For an appointment call:

493-4660

Mary Coats

EXEC. SECRETARY — This consulting engineering firm requires a qualified secretary with the ability to set-up and maintain their lovely new office (Markham Rd 401). AES w.p. exper. helpful. \$20,000 (Neg.).
MEDICAL SECRETARY — Here's your opportunity to work for a highly respected plastic surgeon in a beautiful office environment. Medical terminology & exper. necessary. \$20,000 (Neg.).
SECRETARY TO V.P. — Our client is searching for a polished secretary with IBM Displaywriter or other w.p. exper. Kennedy, Ellesmere \$20,000.
RECEPTIONIST — Beautiful offices in a country setting can be yours, if you can handle a busy switchboard, greet VIP's and type. 4-5 mth. assignment starting July 14th. Car essential.

BROWNLEE PERSONNEL
Main St. Markham
471-6060

MARKHAM/WILLOWDALE/SCARBOROUGH
TO \$16,500K CUSTOMER SERVICE. Your tactful telephone manner and order desk experience will win you this position with this health and beauty aid company located in the Willowdale area. Your days will literally fly by as you become involved in this exciting product. Lots of responsibility and challenge!

CALL CHERYL DEVEAUX AT 493-6880
\$16K SECRETARY TO BUYER. This is an excellent opportunity to combine your excellent typing and word processing skills together with your assertive, businesslike nature to become right-hand to this busy Executive in a large, well-respected company. Be involved with vendors, travel reservations and a lot of interaction with various departments and suppliers. Lots of scope for the energetic individual who would like to learn and grow in a dynamic environment!

CALL CHERYL DEVEAUX AT 493-6880
TO \$20K WORK INDEPENDENTLY! Learn, advance and succeed as Secretary in this variety-filled position. Word processing, Telex and host of other interesting duties are just a few of the duties that will keep you on your toes! Top benefits and a congenial atmosphere are an added bonus. Don Mills/Willowdale.

CALL CHERYL DEVEAUX AT 493-6880
INVENTORY CONTROL CLERK \$18K. Previous experience on a manual or computerized inventory control system required by our client in Markham. Applicants with a grade 12 and a good math aptitude will snap up this position. Experience within the steel industry an asset.

CALL CAROLE POELL AT 493-6880
DICTA SECRETARY \$16K. Join the congenial office environment of this Don Mills firm working for the Controller & President. Super opportunity for accurate typist with bright outgoing personality.

CALL CAROLE POELL AT 493-6880
CREDIT & COLLECTIONS CLERK \$15K. Our client in Don Mills is offering an excellent opportunity to a bright, detail-oriented junior who would love to be trained. If you have basic typing skills, enjoy dealing with people and 6 months office experience, call today.

CALL CAROLE POELL AT 493-6880
FAIRVIEW SCARBORO
1800 Sheppard Ave. E. 100 Conslifium
(Sheppard/Don Mills) 3rd Floor
493-6880 296-0552



OFFICE CO-ORDINATOR

Warden-Steeles area

High tech company has immediate opening for Office Co-ordinator.

Accounts Receivable and Payable experience required plus general secretarial duties.

GEOTECH LTD.
475-6999

PART TIME OFFICE HELPER

Bilingual English/German. Aptitude for figures, pleasant telephone manner, minimum 4 hours daily in Markham office.

294-7880

PART TIME SECRETARY

Approximately 1/2 time. Hours flexible. 2 to 3 years experience.

Steelcase Road area.

Please send resume to:

T.T.S.
123 Front St. W. #300
Toronto, Ont.
M5J 2M2

PERMANENT PART-TIME SECRETARY REQUIRED

For busy Real Estate office

Hours

Mon. to Fri. 1 — 5 p.m.

Sat. 9 a.m. — 5 p.m.

If you have a pleasant personality, can type 50 w.p.m. and enjoy dealing with people, please contact:

Marg MacIntyre
294-1372
EXT. 200

RECEPTIONIST /TYPIST

Location: Leslie 16th Avenue

Please send resume and expected salary to:

Box 3254
Station D
Willowdale, Ont.
M2R 3G6

LEGAL SECRETARY

Wanted for Milliken Law office.

Call Paul Gollom
479-1900

LEGAL SECRETARY

Please reply in writing stating experience and salary required. Experience in real estate a positive asset.

**CATTANACH, HINDSON,
SUTTON & HALL**
52 Main St. North
Markham L3P 1X5

RECEPTIONIST/BOOKKEEPER

To trial balance for retail business. Apply to: Box 438, Stouffville. Stating experience and salary requirements. Experience necessary.

RECEPTIONIST

We require a skilled receptionist to handle an eleven line switchboard. Duties include filing, mail distribution and typing. Salary commensurate with experience. Phone:

Rod Beaton
294-0722

RECEPTIONIST /TYPIST

Part Time — Warden and Steeles area. 8:30 a.m. — 3:00 p.m.

Duties to include: typing, filing, telephone and general office work. Call:

Mrs. Glover
475-8004

RECEPTIONIST /TYPIST

Required full-time for an interior design firm, Warden and Steeles. Should have good typing skills and pleasant telephone manner. Word processing an asset.

Call for an appointment.
474-0510

STEELES/ VICTORIA PARK AREA

Energetic Person Friday with aptitude for figures. Must be willing to do a variety of duties including typing (60 w.p.m.), photocopying and filing. Non-smoker.

CALL
MARLENE STACEY
499-3600

SECRETARY/ CLERK TYPIST

For Private Hospital

Medical, dicta, typing required. Telephone experience an asset.

Shouldice Hospital
7750 Bayview Avenue
Thornhill, Ontario

For appointment call between 9:00 am — 4:30 pm.

889-1175

OFFICE CO-ORDINATOR

Required with good typing, mechanical aptitude, ability to work with minimum supervision. Ideal for recent high school graduate. Permanent position.

475-8385

KENNEDY RD./ STEELES AVE. SCARBOROUGH

Secretary/Receptionist required by Property Management Firm. Pleasant telephone manner, top skills and drivers licence required for this position. Part time hours can be arranged.

Please call
Mrs. Littlejohn
Between 9 am — 5 pm
292-0665

LEGAL SECRETARY

Position Available

Experienced in real estate.

Phone:

852-3367 or 640-7311

MEDICAL RECEPTIONIST

Full time summer employment.

Students invited to apply.

640-3773

MEDICAL RECORDS CLERK

For Private Hospital

Filing, typing, general office duties for busy medical records department. Office experience preferred.

Shouldice Hospital
7750 Bayview Avenue
Thornhill, Ontario

For appointment call between 9:00 am — 4:30 pm.

889-1175

MATURE PERSON

Permanent part-time. Required for insurance office in downtown Markham. Typing essential. Monday to Friday, hours 9 — 1. Call Manager at:

294-2340

AUTOMOBILE SALES



APPLICANT MUST OFFER:

- Well groomed, professionally attired appearance
- Aggressive, outgoing, assertive, enthusiastic personality
- Ability to work with others
- Ability to work alone
- Willingness to put forth extra time and effort to achieve maximum results

WE OFFER:

- Friendly atmosphere (a fun place to work)
- Complete training
- Health and Dental Plan
- Long term employment
- One of the best remuneration plans in the industry
- Unlimited opportunity for the right individual

Contact Brian Wilkes 640-1610 for an appointment



INSIDE SALES

Markham area, specialty Steel service centre and distributor of, standard moulds and mould accessories requires an energetic individual to join our inside sales team, sales experience and/or knowledge of plastic injection moulds a definite asset.

Room for advancement with a growing company for the right person. Contact:

INSIDE SALES MANAGER
493-0357

Registered Nurses Coronary Care Unit

York Central Hospital is a modern 316 bed, fully accredited community hospital, located north of Toronto.

We require full-time and part-time nurses to join our 8 bed unit.

The successful applicants will have experience in the initiation of IV Therapy, Veni-puncture and be competent in arrhythmia interpretations.

2 years MED/SURG experience plus critical care courses required.

Qualified applicants are invited to apply to:

Human Resources,
York Central Hospital,
10 Torch St.,
Richmond Hill, Ontario L4C 4Z3
883-2250



BLINDS N' DRAPES

Requires

Mature sales help.

Permanent part-time.

Training provided.

294-9513

CERTIFIED DENTAL ASSISTANT

Full time, two offices. Markham area. Must have car.

For interview phone:

Marlene
294-0025

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

CLEANING lady wanted, efficient, reasonable rates, Markham, own transportation, non-smoker. Every other Friday. 471-5911.

HIGH school student for house cleaning, 4 hours weekly, \$20. Must be reliable, 477-1671.

FRENCH CANADIAN NANNY AGENCY

Summer nannies and full-time nannies — screened.

698-9424 or
463-5213

The SPARKLES CO.

In business since 1979

Many long standing references. We are not maids; we specialize in cleaning. Daily, weekly or monthly service.

640-1647
before 8 a.m. or after 9 p.m. Monday through Friday



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

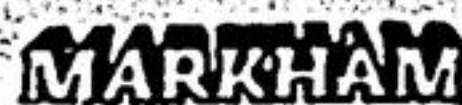
TENDER FOR THE SUPPLY AND INSTALLATION OF POOL EQUIPMENT

Sealed tenders clearly marked as to contents will be received by the Town Clerk at 8911, Woodbine Ave., Markham, up to and including Monday, June 16, 1986 at 9 a.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 43-86



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