

Office Help



TOWN OF WHITCHURCH-STOUFFVILLE

COMMITTEE SECRETARY

Excellent shorthand and typing skills required to act as a recording secretary for Committee meetings of Council. Good oral and written communication skills are essential. Word processing experience an asset.

SWITCHBOARD/RECEPTIONIST/SECRETARY

A well-organized, self-motivated person with the ability to develop and operate a central information centre for dealing with general public inquiries, is required. A pleasant personality, good telephone manners and well-groomed appearance are essential. Must be willing to assume a variety of job responsibilities. A knowledge of record systems and budget process an asset.

1986 Salary Range for both positions: \$15,500 to \$18,000.

Starting salary commensurate with qualifications and experience.

Submit applications to the undersigned by August 15, 1986.

Mrs. P. Muir, A.M.C.T.
Clerk Co-Ordinator
Town of Whitchurch-Stouffville
19 Civic Avenue, P.O. Box 419
Stouffville, Ontario
L0H 1L0

AGREEMENT ADMINISTRATION CLERK

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

DUTIES: prepares drafts and final copies of site plan control and subdivision agreements; prepares and circulates amendments for previously executed agreements; responds to inquiries with respect to agreement both internally and externally; as the Legal and Administration Department as required.

QUALIFICATIONS: Communication, general knowledge at a high school graduate level in commercial or equivalent. Excellent typing skills; a few years experience in this or a similar position.

SALARY: \$19,860.00 to \$23,262.00 per annum.

Please apply on or before August 15th, 1986 to:

Department of Human Resource:
8911 Woodbine Ave.
Markham
L3R 1A1

GENERAL ACCOUNTANT

Servall Transport Limited, division of Kingsway Transport Limited has an immediate opening for a GENERAL ACCOUNTANT at our Scarborough head office reporting to the Assistant Comptroller. You will be responsible for such accounting functions as account analysis, inventory control and payroll administration. This position requires developed analytical administrative and communication skills.

Candidates should possess a third level standing in an accredited accounting course, 2-3 years general accounting experience and some supervisory experience.

A competitive salary and comprehensive benefits package awaits the qualified individual. Interested parties should send your resume before August 15th, to:

Dennis D. Balzer, C.M.A.,
401 Milner Ave.,
Scarborough, Ont. M1B 2V7

THE KINGSWAY GROUP OF COMPANIES
No agencies please.

A progressive fine paper distribution company located in Scarborough is looking for an Office Services Clerk.

FILE CLERK/TYPIST

Duties for this position include maintaining central files, mail distribution and typing. For 2 hours out of your busy day you are required to maintain the central files with the rest of your time being filled with many other various and interesting duties.

- Accurate typing
- Previous office experience.
- Exposure to extensive filing an asset.
- Bright, reliable and willing to learn.

We offer an excellent benefit package and the opportunity to grow within the company. Those interested should reply in writing only, stating salary requirements to:

Graphic Papers
345 Passmore Ave., Scarb., Ont.
M1V 3N8
Attention: Brigitte Feil
No Phone Calls Please

ACCOUNTS RECEIVABLE/PAYROLL CLERK

ANDEX — Leading supplier of building materials and related products, requires immediately an Accounts Receivable/Payroll Clerk for its Markham division in Warden and Steeles area.

The successful candidate will be self-motivated, able to work with minimum supervision and process strong communication skills. While the main requirements of this position is in the accounts receivable/payroll area, some typing experience and accounts payable experience would be an asset.

Interested candidates are requested to send resumes immediately to:

ANDEX METAL PRODUCTS LTD.
61 Amber Street
Markham, Ontario
L3R 3J7
Attn: General Manager

ACCOUNTS RECEIVABLE/CREDIT & COLLECTIONS

Immediate opening available in the Hwy 7/Woodbine Ave. area for a person with experience in computerized and one-rite system, credit and collections and with good secretarial skills. Previous experience in cosmetic industry an asset. Excellent benefits.

To arrange an appointment, call:

CONAIR CONSUMER PRODUCTS INC.
Mr. D. DIMAANO
479-1016

NORTHEAST OPPORTUNITIES

\$18K JUNIOR EXECUTIVE SECRETARY— Fabulous opportunity. If you enjoy challenge and the chance to grow in a well respected company, then this is it! Our clients require a well organized, professional individual to work for their executives. Pleasant co-workers and lovely surroundings make your days at work a pleasurable event! Markham and Don Mills locations.

\$16K PERSON FRIDAY— Work independently! This growing company is looking for someone who enjoys working with a minimum of supervision and responsibility. You will enjoy a variety of duties, such as typing, telephone contact, minor book-keeping and handling of queries. Excellent benefits. Casual atmosphere. Laird/Eglinton.

\$17 — \$25K PURCHASING ASSISTANT/TRAFFIC & CUSTOMS— If you are well organized and work well under pressure, you will receive lots of job satisfaction from this exciting position. For the responsible individual with at least some related experience handling export/import documentation, bills of lading and dealing with brokerage clearances, this is an opportunity not to be missed!

\$12K GRADE 12 GRADS!— Your knowledge of typing and outgoing personality is all that is needed to start a career! With this well respected company you will be exposed to a wide range of office procedures, such as mail, phones, typing and a host of other clerical related duties. A fun place to work! Victoria Park/McNichol.

\$15 — \$18K ACCOUNTS PAYABLE— We have several clients in the east end requiring experienced Accounts Payable clerks — both computerized and manual. Never a dull moment as you become totally involved in all aspects of Payables. Scarborough/Markham/Don Mills.

\$13K WAREHOUSE STAFF— Our client located in the Richmond Hill area has several immediate openings for junior warehouse pickers/packers. Some previous experience an asset, but not absolutely required. Good benefits.

CALL CHERYL AT 493-6880 OR CAROLLE AT 296-0952

FAIRVIEW SCARBORO
1800 Sheppard Ave. E. 100 Conisium
(Sheppard/Don Mills) 3rd Floor
493-6880 296-0952



RECEPTIONIST/TYPIST

A Markham advertising company needs a well organized individual with 40 - 50 w.p.m., confident telephone manner and neat appearance. Minimum 1 - 2 years experience. Call:

477-5600

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

PERSON FRIDAY/SECRETARY

Bright, energetic self starter required to work in small office environment in Markham.

This position involves: accounts receivable, customer relations and general office duties.

Please send resume to:

2651 John St. West
Unit #2
Markham L3R 2W5
or
Please call
477-4122

PURCHASING CLERK

This is a term position from Aug. 1st - Dec. 31st Candidates must have expediting experience and ability to work on an automated purchasing records system.

475-8048

MANUFACTURER IN MARKHAM

Has Junior position available for person to work as assistant to executive secretary.

Must be accurate typist, word processing experience an asset but not essential, non-smoker preferred, fringe benefits.

Apply in person at:

C & M PRODUCTS LTD.
189 Bullock Drive
Markham

BOOKKEEPER Full Time

Required immediately for a Unionville store.

Basic bookkeeping duties, bank deposits, filing, etc.

Experience necessary.

Apply in person to:

The Manager
WHITE ROSE
CRAFT & NURSERY LTD.
4038 Hwy #7
Unionville

SECRETARY/RECEPTIONIST

For Legal Office

Good typing and shorthand skills and pleasant telephone manner required. Word processing experience would be an asset.

Contact
ERIC R. BUTTON
640-3530

SECRETARY/RECEPTIONIST

Required immediately by a small computer firm to handle reception area and general office duties. Pleasant telephone manner a must, knowledge of work processing an asset.

For appointment call:
475-6750

RECEPTIONIST

Duties to look after showroom, sales and general office duties.

Must be neat, prompt and a self-starter.

Call June at
475-8181

Sales Help & Agents 530



SHOP-AT-HOME SALES

Contour Window Fashions is in a major expansion in the Toronto area, and has created exciting positions in OUTSIDE SALES.

- We need people who:
- Want to earn a high income
 - Can sell high-fashion window treatments
 - Enjoy a direct Sales environment
 - Are professional, positive & fashionable
 - Are characterized as self-motivated and results-oriented people

We have new positions available in the following locations:

- Woodbridge
- Richmond Hill
- Thornhill

Italian speaking sales reps. preferred for our Woodbridge location. You can explore a dynamic new career by sending your resume in strictest confidence to:

Manager, Human Resources
Contour Window Fashions
510 - 195 THE WEST MALL
ETOBICOKE, ONTARIO M9C 5K1

Hospital, Medical, Dental 535

MEDICAL SECRETARY

Required for Doctor's office in Unionville. One person office.

Experienced applicant must possess good organizational and typing skills and a pleasant telephone manner. Computer experience an asset.

477-7857
Mon - Fri, 9-5

WORK WITH SENIORS

Unionville Home for the aged requires experienced health care aids for full time and part time evening positions.

Please inquire:

Mrs. Karen Jefferies
477-2822

Domestic Help Wanted 550

LIVE-OUT nanny/housekeeper wanted 8 a.m. - 4 p.m., Monday - Friday, starting September. References required. Drivers licence preferable. 475-8966.

NANNY — Housekeeper, German speaking preferred for a friendly family. Non-smoker, must be free to travel. Phone 705-522-3121, please call collect Mrs. Pullmann.

WANTED — Nanny to care for 4 month old, live-in or out in Unionville area. Non-smoker. 479-0506.

Domestic Help Available 555

Delightful British Nanny (N.N.E.B.), experienced: Available mid-August for Markham/Unionville position. KINVIEW PERSONNEL 727-1218

CLEANING person seeks day work Monday and Wednesday. Phone 743-6005 (call after 4). References.

CLEANING lady available. References. Call Rita 640-2498 evenings.

HOUSE cleaning wanted. 3 years experience, with references. 640-2539 after 6:00 p.m. and weekends.

Births 615

BUSATO — Bob and Donna welcome with love their third child, Richard Louis, born July 25, 1986, weighing 9 lbs. 15 oz. For big brothers Daniel and Matthew the long wait is finally over. Our warmest thanks to Auntie Helen and Anne. Cousins waiting to welcome Richard home are Suzanne, Cathy and Joey Aversa; Carla and Joey Pagliuca; Jennifer Frenette; Anne Frenette; Megan Wright and Ian Palmer. Special thanks to Dr. Patterson and Dr. Petrie.

DOWSWELL: Stephen and Barbara Dowswell are pleased to announce the birth of their first child, a son, on July 23rd, 1986, in Vancouver, B.C.

Births 615

IT'S A GIRL! HEFFERNAN — Michael and Judy are happy to announce the birth of their first child, MELISSA ANNE, born on Thursday, July 24, 1986 at 8:55 a.m. weighing 9 lbs. 5 1/2 oz. Proud grandparents are Perc and Dot Schell and Eleanor Heffernan. Special thanks to Drs. Petrie, Patterson, Easton and staff at Scarborough Centenary Hospital.

IT'S A BOY! BISHOP — Jim and Bonnie are pleased to announce the safe arrival of their first child, JAMES CHRISTOPHER, weighing 4 lbs. 9 oz., at Scarborough Centenary Hospital on June 26, 1986. Proud grandparents are Fred and Reta Marshman of Greenbank and John and Sylvia Bishop of Orangeville. Special thanks to Dr. Petrie and Dr. Dale for the safe delivery.

JORGENSEN: Louise, Scott, and Ron Jorgensen owners of Second Time Around Books and Records Markham Ltd. are pleased to announce the arrival on August 4, 1986 of 8 lb. 9 oz. Scott Brian Jorgensen. Many thanks to Dr. Marlowe and staff at Women's College Hospital.

LIBBY — Brian and Linda are happy to announce the birth of their third child, KEVIN DANIEL, brother of KIM and KRISTIN, born July 30, 1986, weighing 7 lbs. 3 oz. at York Central Hospital.

Tenders 600

TENDER FOR SUPPLY DELIVERY AND PLANTING OF STREET TREES

Sealed tenders clearly marked as to contents will be received by the Town Clerk at 8911 Woodbine Ave., Markham, up to and including Wednesday, August 13, 1986 at 9:30 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 52-86
Purchasing Agent

TENDER FOR SUPPLY AND INSTALATION OF FITNESS EQUIPMENT

Sealed tenders clearly marked as to contents will be received by the Town Clerk at 8911 Woodbine Ave., Markham, up to and including Tuesday, August 12, 1986 at 12 noon.

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 53-86
Purchasing Agent



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

Deaths 645

BROWN, Morley Albert — After a short illness, at Scarborough Centenary Hospital, on Monday July 28, 1986. Morley Brown of Stouffville in his 65th year. Loved husband of the late Bernice Williams. Loving father of Ross, Gerald, Anne, Martin, Peggi and Norm. Dear brother of Marie Jack. Rested at O'Neill Funeral Home, Stouffville. Service was held in the chapel on Thursday at 1:30 p.m. Interment Stouffville Cemetery.

BURNEY, Maria Fernando — At Sunnybrook Hospital on Sunday, August 3rd, 1986. Maria F. Burney, of Markham in her 35th year beloved wife of Thomas. Beloved mother of Laura, Shara and Vanessa. Beloved daughter of Justina and Fernando Grilo. Dear sister of Carl and Catherine Grilo. Friends will be received at the Dixon Garland Funeral Home, 166 Main St., Markham on Wednesday from 7-9 p.m. and Thursday 2-4 p.m. and 7-9 p.m. Funeral Mass at St. Patrick's, 157 Wellington St., Markham on Friday at 11:00 a.m. Cremation to follow. Those desiring may send in memorial donations to the Sunnybrook Hospital Cancer Clinic, 2075 Bayview Avenue, Toronto, Ont. M4N 3M5.

McLEAN, Neil — Suddenly at his residence on Thursday, July 31, 1986, in his 72nd year. John Neil McLean beloved husband of Vera (nee: Hill). Loving father of Darleen and her husband Steven, John and his wife Sandra (nee: Vincent). Cherished grandfather of Keith and Heather Mills. Sadly missed by his sisters Elsie, Annie, Mabel, Hilda, Cora, Edith, Alice, Ellaine, Darlene and brother Arnold all of western Canada. Funeral service was held in the Chapel of the Dixon-Garland Funeral Home on Tuesday, August 7th, Interment Pine Hills Cemetery. "May God bless this honest, hard working man, who was respected by all who knew him."

In Memoriams 655

LEBLONC, Louie — In loving memory of Louie who passed away Aug. 6th, 1985. As time unfolds another year Memories keep you ever near Silent thoughts of times together Hold memories that will last forever. Precious memories remain forever. —His daughters Betty & Barb & family.

Cards Of Thanks 660

I wish to thank Dr. McDowell and staff, Dr. Kara and staff for giving me back my eyesight, also VON nurses for coming in to check on my eyes, also to Home Support, Mr. Newman Williams and Mr. Millard Reer for supplying transportation the many times I had to go to Richmond Hill. To each and everyone many thanks. Bessie Sweeney

Announcements 675

PAINTINGS BY JUDY LIVINGSTON

"Markham Theatre for Performing Arts" (Hwy. #7 and Warden). Until August 18 Box Office Hours

Coming Events 680

CRAFT tables available at Antique Car Show, Whitchurch-Stouffville Museum, August 10, 1986. Call 727-8954.

Coming Events 680

"OPEN HOUSE"

An "Open House" will be held in honor of the 25th Wedding Anniversary of William and Dorothy Mann on Sunday, Aug 10th from 1:30 - 5 p.m. at Ballantree Community Centre. All friends and family are invited.

Personals 685

Tarot Card Reading

Barbara Newman, b.a.
294-5817

ARE you pregnant—distressed? Birthright cares. 471-4412.

CANADIAN CANCER SOCIETY for information call PRESIDENT — 294-0700, 640-6952, 477-4021. Patient Services — 294-6575, 640-5672, 477-2106. In Memoriams — 294-1853, 640-2461, 477-1626. Can Surmount — 640-2702, 477-3266. Mastectomy Visitor — 294-1023.

TELEGARE offers 24 hours a day, free confidential listening and offers of help by trained workers, to anyone lonely or troubled. 731-1212.

Business Personals 691

ACTORS FOR TV

TV SOUND STAGE is now interviewing new people for special TV Studio training to act in TV Series, TV Commercials, Movies, Part-time. All ages. For your studio call, Dial:

964-3393

BABIES FOR TV

Babies 6 weeks to 2 years, wholesome looks, for busy talent agency (for catalogue & television). Mrs. Ward.

925-2474

FLIGHT ATTENDANTS

Our graduates fly with world-air, CP Air, Air Canada, Air Ontario, Worldways and many other international carriers. Men & women wanted who are interested in training for the airline industry. Call to qualify. Preflight Inc., Eaton Centre, 598-1577. Member of BBB.

Amusements, Clubs 692

GOLDEN HOSTESS SERVICES

Invites you to be a guest at your own party.

Expert waiter/waitress, bartender and D.J. at your service.

654-0792

Lost & Found 696

FOUND — Man's watch. 294-7199.

LOST — Gold color medical alert bracelet, silver insignia and inscribed on back. Lost July 18th. Phone 640-5243 or 640-1911 (Parkview).

REWARD for return of bracelet lost June 28 between Success Square and Mr. Submarine. 10K tri-gold twisted rope-style, sentimental value. Please call 640-5761 if you have found it.

Home Improvements 700

THINKING OF A RENOVATION?

Call the experts, free estimates, work guaranteed. Call Ralph or Paul

471-6859

Gardening, Supplies & Landscaping 735

PIONEER TREE EXPERTS

Established 1945 COMPLETE TREE CARE
Spraying
Pruning
Fertilizing
477-4422
Under Gov't Lic. #92

TOPSOIL

Garden Mixes Peat Manure Sand
Limestone screening (Base for interlocking pavement)
All topsoil mixes pulverized and screened for easy gardening large & small quantities delivered

CALL EARLY FOR DELIVERY MONDAY TO FRIDAY SATURDAY TILL NOON

LARKIN CONSTRUCTION
294-5670