

## General Help

510

**TOWNSHIP OF UXBRIDGE  
CHIEF BUILDING OFFICIAL/  
BY-LAW ENFORCEMENT OFFICER**

Applications clearly marked C.B.O. will be received by the undersigned until 4:30 p.m. on Wednesday, August 27, 1986.

REQUIREMENTS: A good knowledge of the Ontario Building Code, Plumbing Code and the Planning Act as it relates to building and by-law enforcement. Salary commensurate with qualifications and experience. Good benefit package available.

Signed, R.G. Kester,  
Administrator,  
Township of Uxbridge  
P.O. Box 190, Uxbridge, Ont.  
L0C 1K0

E.C.E. or N.E.E.B. Graduate for supervisor of new daycare centre in Ballantrae. Please call 298-3352 or 852-6323 (evenings).

**UNIONVILLE  
BROADLOOM & INTERIORS**

requires

**PART-TIME  
SHOWROOM HELP  
PLEASE CALL**

477-2700

Daycare

At Bayview Glen Church  
(Bayview and Steeles) requires,

**Full and Part-time**
**E.C.E. Staff**

Call Supervisor

889-2353

**Earn Extra Money  
Deliver Telephone Books**

Men and Women are required to deliver telephone books in Markham, Unionville, Thornhill, Richmond Hill, Newmarket, Aurora, Maple, King City, Stouffville and other areas in York Region.

Must have automobile with current auto insurance.

Must be able to work day light hours.

Call

727-1967

Between the hours of 9 a.m. and 4 p.m.

Monday through Friday

Please do not call the Telephone Company.

**Public Service  
Clerk**

Circulation Desk Clerks required for the Thornhill Community Centre Library (full-time) and the Unionville Library (part-time).

Minimum Grade 12.

Must enjoy working with the public, typing and/or word processing.

Apply in writing to:

Town of Markham  
Public Libraries

7755 Bayview Ave.,  
Thornhill  
L3T 4P1

**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.

**SPRAY PAINTER  
& WOODWORKER  
REQUIRED**

Experienced only

Apply to

Kennedy Woodworking Co.  
22 Heritage Road  
Markham  
471-4840

## Office Help

525


**SEAWAY POOLS  
MARKHAM LTD.  
FULL TIME POSITION**

Due to our rapid growth in the Markham area we are currently seeking a self-motivated individual to assume our everyday responsibilities. Duties will include purchasing, customer relations, inquiries, quotations, inventory showroom merchandising, and other functions. Must be able to work with minimum supervision. Salary will be commensurate with qualifications and experience. Please apply in confidence to:

Gary Walters  
294-8030

**ACCOUNTS RECEIVABLE**

Experienced

Person required to handle collections and reconciliations of all accounts receivable at a busy trading company in Markham.

To apply please call:

474-0101

**Economist & Sun**
**PERSON FRIDAY**

The Distribution Department is looking for a bright, energetic, well-groomed individual to handle a variety of duties.

Must have pleasant telephone manner and be able to work with minimum supervision.

For an interview please call:

294-8244

Sandra Marrier

Assistant Distribution Manager

**SECRETARY/  
OFFICE ASSISTANT**

A local marketing and advertising company requires the services of a Secretary/Office Assistant.

The position would involve general secretarial work: word processing, filing, telephone answering, etc. In addition the position would require extensive use of a computer.

For further information please call:

471-1289

or send resume to:

PharmaCommunications Ltd.  
P.O. Box 123  
Markham, Ontario  
L3P 3J5

**CLERICAL  
POSITIONS  
AVAILABLE**

Full time temporary

Pleasant telephone manner, filing, aptitude for figures, possibly typing required.

Contact R. Harrington  
477-0030

**EXPERIENCED  
ACCOUNTS  
PAYABLE  
CLERK**

Required by leading cosmetic company relocating to Woodbine and Hwy #7.

Salary commensurate with experience, good benefits package. Manual and computerized skills needed.

For an interview call:

SENORA COSMETICS  
Laura Blatchins  
479-3444

**GENERAL  
OFFICE CLERK**

With good typing skills. Various office duties for four person office in the Hwy. #7 and Leslie area.

For an interview please call:

731-2415

**COMPUTER  
OPERATOR  
ASSISTANT**

Distributor of lawn garden products in the Warden/Steeles area requires person to assist computer operator.

Duties will include inputting of sales contracts, maintenance of receivable accounts and general inputting duties.

Some keyboard experience an asset. On the job training will be offered.

Turf Care  
Products Limited  
David Darch

475-0988

**JUNIOR  
SECRETARY**

Immediate opportunity awaits an individual who enjoys applying their secretarial skills in the accounting area. Reporting to corporate controller and working with various personnel. You will become involved with a variety of assignments.

An aptitude for figures, familiarity with word processing combined with shorthand or dicta. Excellent interpersonal and organizational skills are required. Salary \$15K.

Location is Hwy. #7 &amp; McCowan area.

Please forward resume to:

Corporate Controller  
Travelways Ltd.  
30 Heritage Road  
Markham  
L3P 1M4

**JUNIOR  
ACCOUNTING  
CLERK**

Responsible to assist with accounts payable, input of invoices, filing, some typing. Knowledge of computers helpful.

Please call  
Dwayne Knight  
Family Trust  
Corporation Realtor  
294-1372

**JUNIOR  
RECEPTIONIST**

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

Must be neat, prompt and a self-starter.

Call

475-8181

**BOOKKEEPER**

For accounting and general office duties. Experienced in graphic arts industry.

Woodbine/Steeles area. Required immediately.

Ask for Cecile

479-3111

**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

**SENIOR  
SECRETARY**

Required  
Full time

Experience required. Prefer word processing skills.

Woodbine/John area. Starting immediately.

The Maxion Corp.

497-3008

**PERSON  
FRIDAY**

For general office duties. Includes: typing, filing, order processing, invoicing and computer input.

McCowan/Hwy. #7 area.  
\$15K.

IVEX CORPORATION

471-4905

**Switchboard  
Operator  
Required**

For busy real estate office on weekends. Accurate typing and good organizational skills required. Good salary for right applicant.

Call

Sue Meadows

294-2533

**REAL ESTATE  
SECRETARY**

Very busy Markham real estate office required energetic, organized real estate Deal Secretary. Real estate and word processing experience preferred. Monday to Friday 9 - 5 pm. Excellent salary for right person.

Call Sue Meadows  
294-2533