

ACCOUNTING CLERK

Small Markham company requires someone with good business math skills to assume certain responsibilities in accounting.

A knowledge of basic bookkeeping is preferable. This person should be self-motivated, organized and able to accept responsibility.

If you are interested please call:

Judy
474-1500

SPECTRIX

Is a Canadian manufacturer of micro-computers. We are looking for a:

JUNIOR CLERK/TYPIST to work for the sales and marketing department. We want someone who likes to smile, does not mind a fast pace and who wants to learn and likes to help busy salesmen with typing and general office duties.

If these characteristics apply to you please call:

Kelly O'Leary at
474-1955

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/TYPIST part time

Required immediately for small market research firm. Duties to include clerical work and typing. Word processing experience an asset.

For interview call Marilyn.

477-9931

RECEPTIONIST

A small company in the Steeles & Woodbine area requires a Receptionist/Clerical assistant.

The successful candidate will have grade 12, good telephone manner, typing and office skills.

Please call
475-6380

CLERK/TYPIST

for downtown office Sept. 2-Dec. 19. Hours flexible, approx. 35/week. \$250-\$300/week. Call:

Beth Thompson
593-1103

TYPIST

Permanent part time. Monday - Friday, 5 hours per day.

Consulting engineering office. Woodbine/Steeles area.

Training on computer will be provided.

474-9255

TRAVEL

Manager required for Uniglobe Agency in Markham. Minimum 3 years experience in Corporate Travel, Sabre and Reservac.

Basic accounting and office administration preferred. Above average income.

Call Doug Meharg
294-2533 or
294-4640

Part Time RECEPTIONIST /TYPIST

For local medical laboratory. 3:30-6:00 p.m. weekdays and Saturday mornings.

Mrs. Gaunt
661-0665

RECEPTIONIST/TYPIST

Required by O.E. Inc. Furniture Division. Good typing skills and pleasant telephone manner.

Denison/Woodbine Area
Call Dorothy Tennyson
491-9330 Ext. 211

RECEPTIONIST /TYPIST

Required Full time, Monday - Friday. Will train. Markham area

475-6432

Receptionist/ Typist Experienced

Must have good typing skills and pleasant telephone manner.

Other duties will include a variety of secretarial and clerical functions.

Send resume to:

Hydra-Lift Industries Ltd.,
15 East Beaver Creek Rd.,
Richmond Hil, Ont. L4B 1B3

RECEPTIONIST

With good typing skills, advancement potential.

Debbie or Barb
474-1717

ELEVEN JOSEPH

Fashions ... Shoes Too

Do you have

- A Love of Fashion
- A warm caring personality
- An interest in people

We offer

- An opportunity to learn the fashion business from the ground up.
- The support of a team dedicated to providing the best service in town.
- An active and exciting work environment.
- Opportunity for advancement.

Interested

Why not drop in at our Main Street store for a personal and confidential interview.

DO YOU WANT TO SELL?

Have you always thought you could sell if some gave you a chance. Now is your chance.

LES GALLERIES HAWKE

A subsidiary of S. Hawke Industries is looking for people to sell their unique range of 'OLD MASTERS' reproductions. Our replicas capture and equal the texture, thickness, dimensions and colour of the original in every detail.

Party planners and direct sellers most welcome.

Experience in the art industry is not necessary as we will provide complete training.

An extremely generous compensation package is offered. Call for appointment:

Mr. Kele
Les Galleries Hawke
477-8501

"LES GALLERIES HAWKE", the dawning of an art revolution. "LES GALLERIES HAWKE" another successful subsidiary of S. Hawke Industries.

FURNITURE & INTERIORS

We require a Sales Person with experience in retail sales who is career oriented and enjoys working with people. We offer competitive salary, full health and dental benefits and a pleasant working atmosphere.

If you are interested in this career move, please call:

475-6364

INTERIOR DESIGN STORE requires PART-TIME SALES HELP

Flexible hours. Some experience in sales of Window Treatments, Flooring, Wall-covering and Paint. Call Susan:

640-3075

MATURE SALES HELP

Required

Full and part time positions in our Markville store.

Retail experience helpful but will train.

Apply in person
Lighting Unlimited
Markville Mall

477-6137

PART TIME MARKHAM AREA

Parttime help needed in busy food distributor sales office.

Experience not necessary. Must have very flexible hours.

Car is essential.

Call
475-6212 Ext. 200

Sale Help

For direct sales of Imported European Ladies fashions.

Salary plus commission.

\$2000. per month.

Euro Imports Canada
479-2981

WANTED SALES HELP

Required for ladies retail shop. 4 days per week (Tuesday - Friday 9-3:30).

Kennedy/Steeles area.

Phone for an appointment

477-4961

Two Part-time C.S.R. Aide Positions Contact

889-1175

Between 9 a.m. and 3 p.m.

DENTAL ASSISTANT

Full time days. Experienced, X-ray certified.

Warden and Steeles
475-7600

MEDICAL SECRETARY REQUIRED

For busy surgeons' office

Experienced applicant must possess excellent organizational abilities, dicta typing skills and pleasant telephone manner.

Call
883-5045

E.C.E. TEACHER

For daycare in Unionville. \$260.00 - \$300.00, for September.

Call
477-4778

Unionville Daycare Centre

E.S.L. TEACHER

Part time (late afternoon). Needed to teach executive in east end. Experience, flexibility and car essential.

968-1405

CARING energetic family looking for loving Nanny to add to our home. Unionville. 474-9989.

NANNY WANTED WILLOWDALE

Can start September 15th/October 1st latest. Excellent T.T.C./Subway access, private accommodation. Salary negotiable. Must have driver's licence. Call:

222-4034

CLEANING lady available. References. Experienced. 475-7246.

EXPERIENCED cleaning lady would like part-time office cleaning, Markham area only. 294-3630.

VENIPUNCTURIST — Medical background, office skills, for work in doctors' office or other clinical environment. 491-8254.

ENGAGEMENT

Lynda and Dan Black are pleased to announce the engagement of their daughter LISA to DANA HEWSON of Unionville. Wedding to take place in 1987.

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

FEMALE driver who reported accident on Steeles West on Sunday, August 10th, 12:30 a.m. please call me, 224-0071.

NEEDED 75 overweight people to try Herbal Nutrition Plan. No drugs. No exercise. Guaranteed. Call Linda 494-5115.

PLEASINGLY PLUMP

An introduction service designed for those who are overweight or prefer overweight. For free consultation call:

656-0636