

General Help

510

PART TIME DONUT MAKER
required
Call
COUNTRY CLUB DONUTS
640-6716 or 640-6972

LANDSCAPE CONSTRUCTION WORKERS
Please call
294-3791

PART TIME WEEKEND WORK

To train as injection molding machine operators for Saturday and Sunday work, 3 shifts. This work will be suitable for students.

If interested please call:
Personnel Office
EMERSON ELECTRIC CANADA LTD.
Hwy. #48 and
Major McKenzie Dr.
Markham

294-9340



PARKVIEW HOME MAINTENANCE ASSISTANT

Must be able to do basic plumbing and electrical repairs and possess good painting and carpentry skills. Salary range \$7.35 to \$8.20 plus benefits. Applications available at Parkview Home, 481 Rupert Ave., Stouffville.

Applications must be received by Sept. 12, 1986.

640-1911

Waitress/Waiter

Wanted
For restaurant in Markham. Full and Part-Time.
294-0892

We have immediate requirement for a fashionable mature person for steady part time work.

Love of colour and design a definite asset.

294-8477

WAREHOUSE PERSON

Required for Markham area. Duties include: shipping and receiving, picking up and delivering, taking and filling orders. Prerequisites: good command of English language, neat handwriting, punctuality strictly adhered to hours 8 am - 4:30 pm. Typing an asset. Willing to train the right person. Definitely room "to grow with us". For an appointment phone Jerry McKay at: 499-4824

SENORA COSMETICS

Recently relocated in Markham. Requires Production Line/Assembly Personnel. Above average wages. Some shift work available. Start immediately.

If interested, please phone:

479-3444

RECEPTIONIST/ TYPIST

Part-Time
Required for afternoon only. Apply with resume and salary requirements to:
Dipen Mukherjee and Associates Ltd.
115 Dennison St. Unit 11
Markham
L3R-3Y4

FULL TIME

Wanted outgoing and responsible persons for warehouse duties. No heavy lifting required.

Please call:
477-7545
Ask for John

LICENSED MECHANIC

Or 4th or 5th year Apprentice required immediately.
BRUCE'S AUTO SERVICE, 330 Main St. W., Stouffville. Apply in person or phone 640-7038.

Office Help

Temporary Opportunities

American Express Canada, Inc. has several opportunities for temporary assignments to last approximately three months (mid Sept.-mid Dec.).

You must have good clerical skills, perform neat and accurate work, and have a good telephone manner. Previous experience in a credit environment would be an asset, as would typing skills. Several of these positions require bilingual staff.

If you are interested in a full-time, day assignment over the next few months, please deliver your resume or drop in and complete an application at:



American Express Canada, Inc.
101 McNabb Street
Markham, Ontario L3R 4H8
File: 01/86/LWT

Receptionist/ Clerk

A dynamic, progressive telecommunications consulting firm, has a permanent full-time opening for a Receptionist/Clerk.

The successful candidate will have receptionist duties coupled with typing of cheques, invoices, letters, etc. He/She must have a good grasp of the English language and have an aptitude for numbers.

On the job training will be provided. The company offers a comprehensive benefits package. Salary commensurate with experience. Reply in confidence to:

Personnel Manager,
Nel Network Engineering Ltd.,
180 Amber St., Markham, Ont. L3R 3J8

WE ARE A LEADING CANADIAN MANUFACTURER OF SPECIALTY AUTOMOTIVE PARTS. DUE TO GROWTH AND EXPANSION OUR UXBRIDGE LOCATION HAS AN OPENING FOR AN:

ACCOUNTANT

Responsibilities include:

- Account reconciliation and analysis.
- Preparation of journal entries.
- Liaison with bank.
- Master file maintenance and co-ordination.

Candidate must be enrolled in an accounting program with a minimum of two years experience in an accounting department. This position offers a competitive salary, excellent benefits and an opportunity for advancement.

Qualified applicants should forward their resumes in confidence to:

DOMINION AUTOMOTIVE INDUSTRIES INC.
P.O. Box 760, Uxbridge, Ontario, Loc 1K0
Attention: Accounting Manager

TEMPORARY POSITIONS

We have 30 positions available immediately in the Agincourt/Markham area.

- Male/Female up to \$6.00/hour
- Light Packaging/Assembly
- Inventory Clerk
- Shipping Receiving
- No experience necessary
- Long/Short Assignments

Please Call
Rochelle/Deborah
292-2282

Ste. 507, 4002 Sheppard Ave. E.



File Clerk

Company located in Keele/Hwy 7 area, has an immediate opening for a file clerk.


Duties also include various clerical functions.

For more information call:
669-4900

GENERAL OFFICE CLERK

With good typing skills. Various office duties, for four person office in new industrial area in Richmond Hill/West Beaver Creek area.

For interview please call:
731-2415



SECRETARY


Accounting oriented background required. Excellent typing skills, knowledge of word processing and an aptitude for numbers.

Required immediately, in non-smoking office.

Please call:
Mr. D. Knight
Controller
294-1372

RECEPTIONIST WANTED

4:30 — 8:30 p.m.
\$5.00/hour
High School student preferred
Main Street, Markham
294-5517



MAIL CLERK/ PERSON FRIDAY

Full time, needed immediately. Duties include typing, filing, mail, printing and supply room. Non-smoking office.

Call
Phyllis Perkins
294-1372

...TEMP...TEMP...TEMP...TEMP...TEMP...TEMP...

INVITING ALL MARKHAM AREA TEMPS TO AN OLSTEN OPEN HOUSE
Register With Our Experienced Markham Team This Thursday!

OFFICE SERVICES


- Typists
- Secretaries
- Word Proc./Data Entry Oper.
- Permanent Positions Too

INDUSTRIAL SERVICE

- Packers
- Warehouse Workers
- Machine Operators
- General Labour

• Convenient Job Locations You Can Either DRIVE TO OR TAKE PUBLIC TRANSIT
Join us, won't you for coffee & donuts this Thursday, Sept. 4th

at the
Chino Hotel
7095 Woodbine Ave.
Markham, Ont.
2nd Floor, Banquet Hall
830-5300
495-1156

ALLSTATE INSURANCE

Temporary Part Time Clerk (Days)

We have immediate openings in our new Markham Head Office for temporary, part time clerks to work approximately 18 hours a week during the day. Hours and days will be flexible, however, Mondays are a must. These assignments are for a period of at least 2 months.

The successful applicants will be primarily responsible for taking accident reports over the telephone plus other miscellaneous duties.

A minimum of 2 years office experience is required.

Interested applicants please contact:

Gloria Pleiser
477-6900 Ext. 2654
Allstate Insurance Co. of Canada

MAIN ST. UNIONVILLE

We require a mature individual with a pleasant telephone manner who enjoys a small office environment. Duties would include telephone, reception, and assisting with clerical duties. Preference will be given to those with bookkeeping or figure related background and would be most desirable to individuals wishing to re-enter the work force. Please send details in confidence, of your work experience and salary requirements to

Box 4165
Markham Economist and Sun
9 Heritage Rd.
Markham, Ontario
L3P 1M3



LEGAL SECRETARY 18K

Large legal firm located in Markham is immediately looking for a residential real estate secretary to assist one of the partners. You must be career minded, have above average secretarial skills, minimum 2 years legal experience and knowledge of IBM PC an asset. Excellent company benefits and holiday package.

Please Call
Linda or Peggy
492-8502

INSURANCE OFFICE

Person with insurance experience for busy office.

Some experience necessary.

Phone
294-2131

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 Hill, Ont. L4B 1B3
731-2464

RECEPTIONIST IMMEDIATE POSITION

Experienced and bilingual preferred, good telephone manner essential.

Warden and Steeles. Contact:

Mr. Singer
474-1888

JOBS JOBS JOBS MARKHAM/WILLOWDALE SCARBOROUGH

TO \$13K LACK EXPERIENCE, BUT HAVE WORKED SUMMERS? Do you have a good figure aptitude and like meeting people? If so, we have several clients in the Markham, Willowdale and Don Mills areas requiring individuals with excellent telephone manner and accurate typing to handle their busy reception area and do a variety of Person Friday duties. Your flexible attitude and enthusiasm to learn can give you lots of job satisfaction!

TO \$13K SHIPPER/RECEIVER. Have you just graduated from high school and have some summer experience in a warehouse environment? If so, our client, located in the Markham area, requires a keen, energetic individual to handle their busy shipping and receiving duties. Full Training provided. Lots of scope. Excellent benefits. \$55.00 A DAY! PERM PART TIME. An opportunity awaits the candidate looking for the special position to work 3 full days a week. A chance to be involved in a well-known company where your typing and good people skills will be well rewarded. Some order desk exposure a definite asset, together with some computer experience. A friendly environment is an added bonus for the person looking to fill in those extra hours per day Willowdale.

TO \$17,500 BILINGUAL RECEPTIONIST-TYPIST. This prominent and professional firm requires your bilingual flair. As the mainstay of Reception you will be involved via the phones with people all over the world. Involvement and responsibility can be yours in this outstanding position! Willowdale.

TO \$15,500 JUNIOR ACCOUNTS RECEIVABLE. Use your flair for figures to good advantage. In this congenial Willowdale office your day will include account reconciliations, dealing with clients by phone, computer entry and some typing of your own correspondence. The perfect position for the applicant who enjoys the accounting world!

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

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



RECEPTIONIST/ SWITCHBOARD

Woodbine/Steeles area

Energetic. Typing and filing. French an asset. Full benefits. Please call:

Mrs. Gerstman
475-6422