

NORTH YORK
CHEVROLET OLDSMOBILE LTD.

Requires
Car Jockey
Male or Female
Apply in person to:
D. Harrison,
881-0113

C.N.C. Lathe Set-Up Operator
Experienced
Should be familiar with Fanuc 3T or 6 T control.
Afternoon shifts with premium.
Leslie-Hwy. 7 area.
Hydra-Lift Industries Ltd.,
731-2464

NORTHWESTERN GOLF
#1 IN THE WORLD
HIRING ASSEMBLERS
at \$5.50 per hour
475-7261
JEFF

CLASS A DIESEL MECHANIC
Full time, licensed, days.
Woodbine/John. Must have own transportation.
Mr.H. Scott
475-0877

NO EXPERIENCE NECESSARY
Are you looking for that first job that will give you on the job training, the opportunity for advancement and a chance to learn and grow with a progressive company? The following are just a few of the fabulous opportunities available now.
\$13-\$14K Receptionist Secretary - Outgoing energetic individual with excellent communications skills and minimal typing. Professional offices. Don Mills/York Mills.
\$17K-\$18K Billings Co-ordinator - Business degree or diploma with accounting and knowledge of computers. Free to travel. Don Mills/York Mills.
\$13K-\$22K Shipper/Receiver - A willingness to learn and a good attitude towards work is all that is needed to land this varied position. Scarborough.
These and other positions available. Evening appointments arranged call now and start your new job tomorrow.
CALL CHERYL OR NANCY AT 493-6880 OR WENDY OR CAROLLE AT 296-0952

DRIVER JOB TRAINING & PLACEMENT HELP
Is available from Rodgers School of Truck Driver Training Ltd. For career details call: (416) 769-3546 for literature.

HAUGHTON GRAPHICS LTD. WANTED BINDERY HELP
Experienced preferred or will train.
Excellent company benefits.
Contact Jack Millard
291-2573

DRAKE PERSONNEL

Roll Grinder
Cylindrical and crankshaft grinding experience required for this position at Rolling Mill in Richmond Hill.
Excellent remuneration and benefit package.
884-1151

STAFF REQUIRED
For before lunch and after school programs located in Unionville and Markham area.
Please call 444-2612 or 294-6770

SHIPPER/RECEIVER DRIVER
Aircraft sales and service company has an immediate opening for a Shipper/Receiver Driver. Must drive standard; good driving record.
Call Paul or Delores 498-6870

PRESCOLITE
A Company in the Lighting Industry is looking for 3 organized and energetic individuals to join our INSIDE SALES TEAM.
• CUSTOMER SERVICE REP
• BILINGUAL CUSTOMER SERVICE REP
• ORDER ENTRY/INVENTORY CONTROL
Victoria Park/Steeles area
For interview call DONNA 475-1952

SHOPPERS DRUG MART MARKVILLE
Has the following position available:
• FULL TIME RECEIVER
• FULL & PART TIME
• STOCK CLERKS
Retail experience is needed.
Apply in person Monday to Friday DAYS

GENERAL OFFICE HELP
We are looking for a person with:
• Good people skills
• An interest and knowledge in accounting
• Willing to share general office jobs of typing, filing, telephone, etc. in a small office environment
Reply to Box 4174
Markham Economist & Sun
9 Heritage Road
Markham, Ontario
L3P 1M3

SANDWICH SHOP COUNTER/KITCHEN HELP
DAYS NO WEEKENDS GOOD WAGES WOODBINE/STEELES AREA
477-7995

INTERMEDIATE SECRETARY
Ontario golf association. We are looking for a conscientious well groomed person who enjoys a small office environment.
This person should have good typing skills, telephone manner and at least 5 years office experience.
Please call Cheryl or Christine
475-5238

MAI Canada, a recognized leader and supplier of small to medium-sized business computers, has an attractive opportunity available for an
Intermediate Data Entry Operator
Reporting to the EDP Coordinator, you will be responsible for keying data into a video display terminal from source documents. Your primary objective will be to ensure continuity of service for on-line applications and efficient production of reports and other data.
As an ideal candidate, your status as a high school graduate is complemented by training in data entry on video display terminals and 1-2 years' pertinent experience using a variety of source documents within an accounting environment.
We offer a comprehensive benefits program, competitive compensation, ongoing training and excellent career prospects. If you are qualified and capable of working under minimum supervision, please forward your confidential resume, with salary requirements to:
MAI Canada Ltd
Dept. DE0
120 Amber Street
Markham, Ontario
L3R 3A3
A Bell Atlantic Company
An equal opportunity employer

ACCOUNTS PAYABLE
P.O.I. Business Interiors, a leader in design and suppliers of office interiors, has an intermediate position available for an experienced payable clerk on a computerized system. Some other accounting duties are associated with this position. In addition to a prestige work environment, we offer a competitive salary along with an attractive benefit package.
Please forward your resume in confidence to:
Accounting Manager
P.O.I. BUSINESS INTERIORS
120 Valleywood Drive
Markham, Ontario
L3R 6A7

ORDER ENTRY
One of Canada's largest office furniture dealers is looking for a bright, intelligent, an ambitious person with a minimum of 2 years experience in the office furniture industry.
Duties include: processing of incoming orders, dealing efficiently with a large sales force and suppliers, internally communicating with other departments. Training provided, excellent company benefits, good opportunity for advancement.
Please submit resume to
P.O.I. BUSINESS INTERIORS
120 Valleywood Drive
Markham, Ontario
L3R 6A7

WE ARE A LEADING CANADIAN MANUFACTURER OF AUTOMOTIVE PARTS. DUE TO GROWTH AND EXPANSION OUR UXBRIDGE LOCATION IS SEEKING THE FOLLOWING PERSONNEL:
ASSEMBLERS/OPERATORS
Small parts assembly experience preferred
SETUP PERSON
Experience in punch press, wire cutting and injection moulding required.
MATERIAL HANDLER
Fork lift and stock room experience required.
We offer excellent company benefits and competitive wage.
Please apply in person to:
DOMINION AUTOMOTIVE INDUSTRIES INC.
141 Reach Street,
Uxbridge, Ont. LOC 1K0

Century 21
ARMOUR REAL ESTATE INC.
Member Broker
Part Time REAL ESTATE SECRETARY
Permanent Part Time Sat. & Sunday
Real estate experience helpful but not essential. Call:
Carol Hughes
477-2533

BOX OFFICE CLERK
A part time person is required for the Markham Theater for Performing Arts (24 hours per week). This position involves the use of a computer to sell tickets over the telephone or at the ticket window for events at the theater. The successful candidate will give information to the general public concerning upcoming attractions, ticket prices, show times, etc. Duties will also include the handling of credit card and cash sales of tickets as well as the daily reconciliation and computer posting of box office transactions. Typing speed 45 wpm, a pleasant manner and some computer skills essential.
Please contact Markham Theater for Performing Arts at 479-0204 on or before Sept. 26, 1986.
MARKHAM

JR. OFFICE CLERK
We have a full time vacancy for an individual to perform clerical duties. Applicants must have excellent typing and grammar skills. Please apply for this immediate opening to:
PITMAN MANUFACTURING CO. INC.
7400 Woodbine Ave.
Markham, Ont. L3R 1A6
475-1211

Dicta Typist
Excellent english. Word processing preferred for consulting engineering firm.
Woodbine & Steeles area.
474-9255

BOOKKEEPER
General office duties, experienced, full-time.
McCowan and #7
471-5353

Clerk Typist
Required for the Head Office, Personnel Department, of a large retail drug store chain located at Keele-Hwy. No. 7.
Candidates should have good typing skills and knowledge of shorthand helpful.
Competitive salary and excellent company benefits.
For more information please call E. McGrail,
669-4900

EXPERIENCED SECRETARY/RECEPTIONIST
Part time. 9 a.m. - 2 p.m., Monday - Friday with possibility of full time.
Ask for Anthony or Phyllis
477-8970

Family Trust Int'l
FULL TIME GIRL FRIDAY
needed for Executive Office, must be well groomed, good typing skills, pleasant telephone manner and be able to handle a variety of situations and workload. Non-smoking office.
Call Carol Orr
Family Trust Corporation
294-1372

INTERMEDIATE CLERK
Richmond Hill firm
Requires a mature individual with outgoing, pleasant personality. 2-3 years previous experience in operation of a computer terminal, ability to talk to customers, write letters, calculate costs and prices for billing purposes. Salary negotiable with experience.
For interview contact:
Cameron Craig
881-9926

ORDER DESK DISPATCH ASSISTANT
Typing required, full time days. Woodbine/John area. \$7.00 per hour to start. Must have own transportation.
Mrs. Nash
475-0877

Nielsen
PART TIME OPPORTUNITIES
We have a variety of part time assignments available:
CLERK
37 1/2 hours/week, Sept. - June each year. Data updating and analysis.
OBSERVER
Wednesdays only - Car required. In-store data collection.
CODING CLERK
9:30 - 3:30 daily - 3 weeks per month
PROGRAMMING CLERK
Sept. 22 - Nov. 9 - Month of January and March - 7.5 hrs. daily. Data updating.
DATA ENTRY
4 evenings per week - 3 evenings per month (60 hrs/month) permanent part time.
475-8048

Receptionist Typist
Required for developers office located in Woodbine and John St. area.
Please call
475-0515

CLERKS TYPISTS SWITCHBOARD
Enjoy the challenge and variety of temporary work where your skills earn premium rates
IMMEDIATE WORK AVAILABLE
KELLY SERVICES
7100 Woodbine Ave.
Suite #102
Markham, Ont.
L3R 5J2
477-5744
© 1986 Kelly Services, Ltd.

RECEPTIONIST
For manufacturing company, full time. Immediate position. Experience preferred.
Send resume to:
Mr. Turcoe
Hearts Upholstered Products
80 Esna Park Drive
Unit #1
Markham
L3R 1E2

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/RECEPTION/PERSON FRIDAY
Good english, good typing, data entry and general office skills required. Woodbine/Steeles area.
Mrs. Ivany
before 2:00 pm
474-1144

SECRETARY REQUIRED
Mature, person, with payroll experience. Must have own car. Woodbine & Steeles area.
475-6192

TELEMARKETING POSITION
With Richmond Hill company. Excellent potential.
Salary plus commission.
886-2071

RECEPTIONIST/TYPIST
Progressive company relocating to Hwy. #404 & #7 requires a Receptionist/Typing for brand new head office. Accurate typing, neat appearance, ideal for someone returning to work.
Send resume with salary requirements to:
IRWIN INDUSTRIAL
122 Howden Road
Scarborough
M1R 3E4
NO PHONE CALLS!