

FULL TIME OFFICE POSITION AVAILABLE

For **SUNKIST FRUIT MARKET**
500 Alden Road
Suite 212
475-7220
Apply in person between 8:30 am & 5:00 pm

PART TIME BOOKKEEPER

Small company in the Hwy #7 & 404 area, requires an experienced bookkeeper, for about 2 days per week.
Please submit resume to:
B. Parsons ANDORA GROUP
55 Valleywood Dr.
Markham, Ontario
L3R 5L9

PERMANENT/PART TIME RECEPTIONIST required
Hours: Tues. & Thurs. evenings 5 pm - 9 pm
Sat. 9 am - 5 pm
For appointment Please call **Marg MacIntyre**
294-1372 Ext. 200

FULL TIME SECRETARY/RECEPTIONIST Required for a food manufacturing company, at their head office in Thornhill area. Minimum of 5 years office experience. Duties to include: Telephone, Telex, Dictaphone Correspondence and some Clerical.
Applicants should have the ability to work independently with little supervision.
Salary commensurate with experience. Company paid benefit package available.
Reply to:
Box M5629 THE MIRROR
10 Tempo Ave.
Willowdale, Ont. M2H 2N8

ELEVEN JOSEPH

Fashions Shoes Too

Would you like
• To learn the Fashion Business from the ground up.
• Work Monday to Friday.
• Enjoy school hours (10-3).
• Participate in the exciting and personal association with our team.

We offer
• A position in our Stock Receiving and Merchandising Department.
• Opportunity to become involved in other areas of Retail if desired.
• Pleasant working conditions.
• Competitive wage scale.

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

141 Main St. N., Markham Village

INTERMEDIATE OFFICE CLERK required

Immediately for head office of record retailer located north of Warden and Steeles. We are looking for a figure oriented individual who possesses good communication and organizational skills. Typing of 40-45 w.p.m. and calculator experience are required.
If you are interested please call:
CATHY CANAVAN
474-1900

RECEPTIONIST

Full time position. Must be able to type 35-40 w.p.m. Knowledge of Accounts Receivable helpful but not necessary. Will train.
Warden & Steeles area.
Call **474-0668**

OFFICE CLERK — A busy rapidly expanding co. in the Beaver Creek area requires a flexible individual for a variety of office duties. Will train on computer (typ. 45 w.p.m.). Car needed. Salary \$14,000.
A/R CLERK — This entry level position will appeal to a person with an interest in accounting yet who may not have a lot of office experience. Co. converting to computer - training provided. Salary \$1,000/mth with benefits.
TYPIST — If you have typing skills (50 w.p.m.) and enjoy a busy work environment, then this position could be right for you. Salary neg.
REAL ESTATE SECTY. — This well-known Markham law firm is looking for an experienced real estate secretary. Call us for details.

BOOKKEEPER/SECRETARY

With a minimum of 3 years experience in A/P A/R required by east end shopping centre.
The successful candidate will be well organized and possess a professional attitude and excellent communication skills to liaise with tenants, contractors, and suppliers. Good salary and benefit package.
Send resume stating salary expected to:
WOODSIDE SQUARE
1571 Sandhurst Circle,
Agincourt, M1V 1V2
Attention: Mail Manager

SALES PERSON WANTED

Part time
For general clothing store at Hwy. #7 and Woodbine. Next door to Knob Hill Farms.
Apply in person or call for appointment
THE SPORTSWEAR SHOP
477-7100

Tenders 600

TENDER FOR THE SUPPLY OF VARIOUS DECIDUOUS TREES

Sealed tenders clearly marked as to contents will be received by the Town Clerk at 8911 Woodbine Ave., Markham, up to and including Monday, October 20, 1986 at 9:30 a.m.
Tender forms and specifications may be obtained from the Purchasing Department at the above noted address.
Lower or any tender or any part of any tender not necessarily accepted.
C. Reardon A.M.C.T. (A) Tender 59-86
Purchasing Agent

LOOKING FOR A NEW JOB LOOK NO FURTHER! MARKHAM/SCARBORO WILLOWDALE

RECEPTIONIST/TYPIST - \$16-\$17K. Your knowledge of typing and excellent telephone manner is all that is needed to land this new career opportunity. This centrally located Markham firm will allow you to be exposed to a wide variety of office procedures. If you are looking for a congenial atmosphere with opportunity for growth, then this is the job for you!
ADMINISTRATIVE ASSISTANT - \$22K. This large, growing company in the Don Mills area requires a responsible, self-motivated individual to act as an assistant to their marketing manager and two product managers. If you are well organized, have accurate typing skills and love to prioritize and co-ordinate, then this is the ideal position for you. Lots of liaison with their various branches and involvement with trade shows. Excellent benefits and gorgeous offices.
INTERMEDIATE SALES SECRETARY - \$19-\$20K. Are you an enthusiastic, outgoing individual with excellent communication skills? If so, our client, located in the Markham area, requires an excellent Dicta Typist with at least five years experience to help co-ordinate marketing related functions for their Junior Management. Attention to detail, able to take direction and show initiative are definite assets required to fill this responsible position. Excellent for a return to work person.
CAREER RECEPTIONIST/TYPIST - \$16,500. A large progressive company, located in the Willowdale area, requires a conscientious, mature individual to handle their very busy Reception area and do overflow typing and clerical duties. Ideal for the individual who likes meeting and greeting clients and being the mainstay of a very busy office. Excellent benefits.
These and other positions available.
Call Cheryl or Wendy at 493-6880
Or Carole at 296-0652
EVENING APPOINTMENTS ARRANGED

RECEPTIONIST PERSON FRIDAY

Marketing company located in the Thornhill area requires an organized person with a pleasant telephone manner. The ideal candidate will have basic accounting and clerical skills to handle inventory and sales records.
Modern non-smoking office and excellent company benefits. A reliable car is essential. Salary 18K-20K range.
Gary Adams
731-7870

BROWNLEE PERSONNEL
Main St.-Markham
471-6060

Office Clerk

Required full-time for busy construction office.
Wide variety of duties.
Experience with construction preferred.
Contact: Mr. Hartley,
889-1191
K. J. Beamish Construction Co. Ltd.

TOPS 'N TRENDS

Exciting fall fashions. Party plan. Consultants and management positions available. Fun, easy, profitable. Car availability a must. More information call regional office.
479-2815

Thrifty's

Thrifty's Canada's leading young mens and ladies jean store is seeking an energetic individual for
ASSISTANT MANAGER
at our Markville store
Please apply within to **Barry Robinson**
477-6380

MARKHAM

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

Dicta TYPIST

Insurance adjusting office located at Hwy. 401/DVP requires experienced dicta typist. Excellent typing skills essential. Pleasant telephone manner. Large volume of typing. Hours 9 a.m.-5 p.m. Salary \$300. plus per week, depending on experience. Phone: 499-2700

RECEPTIONIST

For Legal office
Full Time
9:00 am - 5:00 pm
Woodbine & Steeles
Car essential
Call **475-9500**

WORK CLOSE TO HOME

Challenging long and short term temp. positions avail. in N.E. End.
• SECRETARIES • TYPISTS
• RECEPTIONISTS • WORD PROCESSORS
• TELEMARKETERS
Call Shelley Stuart today!
Permanent opportunities —
RICHMOND HILL — Jr. with initiative to take on sec. & admin. duties.
SCARBOROUGH — Promotable Jr. with 60 wpm typing.
WEBB & ASSOCIATES
494-7227

BELINDA & BROTHER

Mature minded **SALESPERSON** required for fashionable shoe store. Experience preferred.
Apply within **MARKVILLE SHOPPING CENTRE**

Hospital, Medical, Dental 535

WANTED

Part time R.N.
For local G.P.'s office, two evenings and afternoons per week.
Apply to **Box 4179**
Markham Economist & Sun
9 Heritage Rd.
Markham, Ontario
L3P 1M3

TENDER FOR THE SUPPLY AND INSTALLATION OF WASHROOM PARTITIONS

Sealed tenders clearly marked as to contents will be received by the Town Clerk at 8911 Woodbine Ave., Markham, up to and including Thursday, October 23, 1986 at 10 a.m.
Tender forms and specifications may be obtained from the Purchasing Department at 8911 Woodbine Ave., Markham.
Lowest or any tender or any part of any tender not necessarily accepted.
C. Reardon Tender 60-86
Purchasing Agent

RECEPTIONIST / TYPIST PART TIME

1 pm to 5 pm
Monday to Friday
Warden north of Steeles
Call 475-3322

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.

SECRETARIES TYPISTS SWITCHBOARD

Enjoy the challenge and variety of temporary work when your skills earn premium rates.
IMMEDIATE WORK AVAILABLE

KILY The Kelly Girl People
SERVICES
7100 Woodbine Ave.
Suite #102
Markham, Ont.
L3R 5Z2
477-5744
© 1986 Kelly Services, Ltd.

COMMISSION SALES PERSON NEEDED

Hi-tech company in Unionville
Call **John**
477-7372

X-RAY TECHNICIAN required

For part time evening work in Markham.
Call **294-9801**

MARKHAM

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

Family Trust

SECRETARIAL ASSISTANT

for Executive Office in Markham. Must be well groomed, pleasant telephone manner, have good typing and able to handle a variety of situations and workload. Non-smoking office.
Call Carol Orr 294-1372
Family Trust Corporation

TOWER PERSONNEL
482-5560

PART-TIME DISPATCH CLERK

Olivetti Canada Limited has an immediate opening for a Part-time Dispatch Clerk to work on Monday and Wednesday evenings from 4:30 p.m. to 12 midnight.
The responsibilities of the position will include answering and dispatching customer calls, computer input, and general office duties. We require an individual with extensive telephone experience and accurate typing.
Interested applicants are invited to call or send a resume to:
Michele Murgel
Olivetti Canada Limited
3190 Steeles Ave. E.
Markham, Ontario
L3R 1G9
(416) 477-8250 ext. 275

ADVERTISING SALES

We are seeking responsible, highly motivated sales representatives for a Scarborough Business publication. Previous sales experience is an asset.
We offer excellent commission rate, group benefits, car allowance and an opportunity to grow.
Please forward current resume in confidence to: or call for appointment
292-3195
Scarborough's Business Leader
125 Nashdene Road, Unit 3
Scarborough, Ont. M1V 2W3
Attention: Dean Burton
Advertising Manager

Hotel/Restaurant 540

WAITERS & WAITRESSES

With dining room experience
Call **Mr. Silverthorne**
at **LINDER'S**
in Markham
471-1772

Legal Notices 605

NOTICE TO CLIENTS OF KATES & GOLDKIND

Due to the recent enactment in Ontario of the FAMILY LAW ACT, 1986, it is possible that your Last Will and Testament may require revision to continue to have the effect that you originally intended. We recommend to our clients that they give this matter their immediate attention. Dated at Scarborough this 24th day of September, 1986.
KATES & GOLDKIND,
Barristers & Solicitors,
3850 Sheppard Ave. E., Suite 206,
Agincourt, Ontario, M1T 3L4
Telephone 291-5587

IF E.P. does not remove his personal belongings within 60 days from R.R. #4, Stouffville, same will be sold for storage charges.

MEDICAL RECEPTIONIST/ SECRETARY

Required by family physician opening his practice in Unionville in November.
SKILLS — Typing (50 w.p.m.), dictaphone, bookkeeping and organizational skills, pleasant telephone manner, general reception duties.
EXPERIENCE — Word processing/computer experience an asset. Previous experience in a medical office preferred.
QUALITIES — Flexible, enthusiastic, cheerful, mature, responsible, creative, dependable, initiator desired.
Part time or possible full time position available. Smoke-free office. Submit letter of application and 3 references (including address and phone numbers) to:
DR. BILL DOBSON
530 Powell Road
Whitby, Ont. L1N 6Y7

ORDER ENTRY CLERK

Due to future expansion **J.B. REID INDUSTRIAL SALES** requires an **EXPERIENCED COMPUTER ENTRY CLERK** at our Scarborough location (Birchmount/Ellesmere). Full time salaried position with benefits.
Call **KEVIN McMORRAN**
291-2191

FASHION SALES/ MERCHANDISING

Excellent opportunity for an experienced and talented Fashion Merchandiser for our specialty ladies fashion store, Markham area.
If you have a high energy level and enjoy selling as well, call us at
477-8839
Ask for **Mr. Blom** or **Mrs. Green**

Domestic Help Wanted 550

CLEANING person required. Reliable, quality work, references. 477-6156 evenings.
LIVE in or out, to care for 2 school age children. Unionville. References required. 479-5363 after 8 p.m.
Domestic Help Available 555

CASCA'S Housecleaning on a regular basis. Personal and dependable. Call 294-9209.
EXPERIENCED reliable cleaning person with references. Call 475-7248.
NINETEEN year old Finnish girl would like to work as a nanny for Markham family. Please call Mrs. Paltanen at 294-9640.
RELIABLE housecleaners available, reasonable rates. Call 640-1933, ask for Charley.

Births 615

JONES — Jeff and Wendy (nee Jamieson) are delighted to announce the birth of their first child **NATALIE AMANDA**, weighing 7 lbs. 4 oz. September 24th, 1986 in Halifax. Proud grandmothers in Markham are Phyllis Jones & Betty Jamieson (1st grandchild). 1st great grandchild for Dr. D.J. Holdcroft of Peterborough.

RANSOME, Tom and Linda (nee Shallhorn) are proud to announce the birth of their first child, **MEGAN ALISON**, born Sept. 30. Proud grandparents are John and Marilyn Shallhorn and Jim and Annette Davidson.

TURNBULL — Alan and Pam are thrilled to announce the birth of their first child **KAITLYN VICTORIA**, born September 25th, 1986, weighing 7 lbs. 7 ozs. Special thanks to Dr. Colin Herd and the Staff at Scarborough Grace.

RECEPTIONIST / TYPIST

Required immediately
Flexible hours
Apply in person
Public Relations Dept.
2nd Floor
Cullen Country Barn
4300 Steeles Ave. E.
North east corner of
Kennedy & Steeles
Milliken
477-4475
Ext. 214

SALES HELP required

Full time
Apply in person
PANTORAMA
Markville Mal

Engagements 625

MR. & Mrs. Gary Liesemer, of Markham are pleased to announce the engagement of their daughter, **Lee Anne** to **Michael**, son of Mr. & Mrs. Patrick Morris of Stouffville. The marriage is planned to take place on October 18, 1986 at 4 p.m. Christ Anglican Church, Holland Landing, Ontario.

MRS. Gordon N. Barker of Stouffville is happy to announce the engagement of her daughter **Barbara Marie** to **Robert Peter** Henry, son of Mr. and Mrs. Paul Henry, Scarborough, wedding to take place Saturday, December 6, 1986 at Stouffville Pentecostal Church.

Forthcoming Marriages 630

MR. & Mrs. Ron Knabb are pleased to announce the forthcoming marriage of their daughter **Catherine Marie** to **Donald Charles** son of Mr. & Mrs. Chris Wood. Wedding to take place on Saturday October 25th, 1986 at St. James Presbyterian Church in Stouffville, Ontario.