

General Help 510

CANADIAN TIRE STORE
1141 Kennedy Rd.
(at Lawrence)

Looking for a challenge and an opportunity to earn extra money? We have part-time positions open in the following departments:
PRICERS — for our Coding Department, must be able to work Monday-Thursday, 9 a.m. to 3 p.m. (Some Fridays)
CASHIERS — able to work flexible hours during the day (Monday to Friday). Experience not necessary, however the ability to meet people is essential.
SERVICE WRITER — Successful applicant will have automotive knowledge and some sales experience. A pleasing personality, neat appearance and legible handwriting is a prerequisite. This is a part-time position requiring 2 evenings and Saturdays.

PLEASE APPLY DIRECT TO STORE

WAREHOUSE HELP
FULL TIME

Apply within
361 Alden Road
Markham
Ontario

Part-time Cleaner
For warehouse and office.
Woodbine and Steeles.
4 hours per day.
Monday to Friday.
475-6262

CAFETERIA HELPER
Full time position. Hours - 9 am - 2 pm. CANADA CATERING.
Apply at
Pinpoint
30 Fulton Way
731-3314 ext. 3131

COUNTER HELP
For Dry Cleaning Plant

Opportunity to learn business. Will train suitable applicant. Unionville area.

WALKER'S CLEANERS
4481 #7 Hwy. E.
at Kennedy
477-2773

GAS ATTENDANTS
Permanent
Full Time

Apply
B & M MOTORS LIMITED
8150 Woodbine Ave.
8 am - 5 pm
475-6377
Ray Moss

FORESTVIEW EQUESTRIAN CENTRE
Immediately requires
FULL TIME EXPERIENCED GROOM

Call John 640-5831
or 640-2973

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.

EXPERIENCED VACUUM FORMING MACHINE OPERATOR

Experienced vacuum forming machine operator, set up man. Required by custom packager. Markham.

Apply
110 Denison St.
Unit #7
Or call
477-9117

Skilled & Technical Help 515

Fabricators (F.R.P., P.V.C.)

And should have good background in all aspects of custom plastic fabricating.

Helpers (F.R.P., P.V.C.)

Experienced preferred, but will train if necessary.

Good practical and learning ability a MUST.

Apply in person to,
Alcore Fabricating Corp.,
65 Newkirk Rd., Richmond Hill
889-4923

Lathe Operators (Machinists)
Engine Lathe

3 years minimum experience. Must be able to make own set-ups.

Independent and versatile with good technical background.

Experience in plastics preferred, but not mandatory.

Apply in person to:
Alcore Fabricating Corp.,
65 Newkirk Rd., Richmond Hill
889-4923

WANTED

Experienced cabinet makers who take pride in their work.

Apply to
Metalsmiths Co. Limited
475-3380

PROCESS TECHNICIAN

A leading AUTOMOTIVE PARTS MANUFACTURER has an opportunity for a PROCESS TECHNICIAN to work with a new "STATE OF THE ART" POWDER PAINT SYSTEM. The successful applicant will be a Graduate in CHEMISTRY from a recognized College or University. RESPONSIBILITIES will include system balancing of pre-treatment and final treatment of products and other duties to ensure product quality within the finishing process. Qualified applicants respond to:

EXCEL METALCRAFT LTD.
Personnel Manager
BOX 70
AURORA, ONTARIO
L4G 1B7

Office Help 525

ACCOUNTS PAYABLE CLERK

We are seeking an individual with at least five years experience strictly in payables. Applicants should be versed in all aspects and be able to initiate new systems. Must also be organized and able to deal with pressure. Car required. Located just south of Hwy. #7 and Warden.

Apply in person to
JONATHAN HART
3415 14th Avenue
Or Call
475-3637

Billing/Data Entry Clerk

National transportation company requires a permanent part-time person to work in Billing department.

Good typing skills a must. On-line experience preferred. Hours: 4:30 pm. to 8:30 pm., Tuesday to Friday. Saturday, 9 am. to 1 pm.

Reply in strictest confidence, sending resume to:

Clarke Transport Inc.,
P. O. Box 32,
Concord, Ont. L4K 1B2
Attention: K. Zahrebelny

Receptionist Typist, Etc.

Ideal for recent graduate who wants to take on responsibility. 45 wpm typing. Must have own transportation.

475-8332

Office Help 525

ACCOUNTS PAYABLE CLERK

Required immediately for one of Canada's largest printers, publishers, and distributors located in the Markham Road and Finch Avenue area.

The successful candidate must be able to handle all facets of accounts payable with little or no supervision and a minimum of 1 year experience. Duties will include: switchboard relief and minimal typing.

This permanent position offers a great working environment, competitive wage, excellent company benefit package and above all job satisfaction.

Please mail or drop off resume (including salary expectation) in confidence to the attention of:

Mrs. Deborah More
Metroland Printing, Publishing and Distribution
125 Nashdene Ave.
Scarborough M1V 2W3

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 resume and 3 references (including address and phone numbers) to:

DR. BILL DOBSON
530 Powell Road
Whitby, Ont. L1N 6Y7

OFFICE MANAGER MALE OR FEMALE
Main Street Markham
Typing and payroll skills required
Call
294-4258
Between 7 and 9 pm Weeknights

ORDER DESK JR. CLERK

Packaging company in Markham requires person with pleasant telephone manner, good organizational skills and fluent English.

For interview, please call:
494-5400

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

PERSON FRIDAY required

For manufacturing plant in Warden/Steeles area. Duties include: good telephone manner, work on IBM PC, 50 w.p.m. typing and various other duties. Full benefits and growth potential.

Call Nancy
475-1292

PART TIME CHURCH SECRETARY

We are looking for a well organized and self-motivated individual to help with the administration of our growing ministry. Ten hours per week to start. Good secretarial and communication skills essential. We offer a flexible schedule and a challenge!

For more information please call:
477-1731
OR WRITE:
Bethesda Lutheran Church
20 Union Street
Unionville L3R 2H5

PART TIME SECRETARIAL HELP

Wanted in a local medical office. General office duties include shift work.

Apply 640-1641

GENERAL INSURANCE BROKER
requires

Person for general office duties. RIBO licence preferred.

J.D. SMITH INSURANCE
294-9444

Office Help 525

Hydra-Lift Industries
Richmond Hill
Requires
Welders (Mig) Assemblers
General Labourers

For our day and evening shifts.

Hwy. 404 and No. 7 area.
731-2464

CUSTOMER SERVICE REP: This well-known Markham Insurance Broker is seeking a qualified auto/property cust. service rep. with a RIBO licence. Salary \$20 - \$24,000 with full benefits.

BROWNLEE PERSONNEL
Main St.-Markham
471-6060

DATA ENTRY CLERK

We require an experienced clerk who is fast and accurate to work in the order entry department. Applicants should be organized and able to start immediately. Car required. Located just south of Hwy #7 and Warden.

Apply in person to
JONATHAN HART
3415 14th Avenue
Or Call
475-3637

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

MARKHAMITES
\$20-24K Customer Service Reps
—General Insurance
—R.I.B.O. licensed
—Congenial atmosphere
\$16-20K "Hi-tech" Secretary
—75% computer 25% sales support secretary
—2 positions, 1 senior, 1 intermediate
For further information, please call
Karen Mugford
491-9363
2 Lansing Sq., St 901

DGS group

AURORA BUSINESS & PERSONNEL SERVICES

NEEDED LEGAL R.E. SECRETARY

or Super Exec. Sec. who is a quick learner for dynamic downtown practice. \$22,000 plus.

Work for us as a temp, when you like, if you like. We need skilled, secretarial and account support for local business.

DO CALL
727-4998

Classicomm

Expanding Cable Company in Richmond Hill has an opening for an:

Accounting Clerk Trainee

Education in accounting essential. Experience an asset.

Duties include A/P and payroll in a computerized environment.

Some typing also required.

Call Pat Surette, to arrange an appointment.
884-8111
889-9880

PART TIME HELP WANTED
required

For kitchen boutique
Phone
477-7337

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

Sales Help & Agents 530

Automobile Sales

Two Aggressive and ambitious Sales Persons are needed for a fast growing Lincoln Mercury Dealership.

Experience preferred but not necessary.

Draw against commission.

For interview call:
Domenic Facciolo
884-4441

BLIND SPECIALTY SHOP

Mature sales person required. Flexible hours.

Mrs. Mason
479-2880

Excellent Opportunity

Join a dynamic, growth oriented leader in the "Canadian" housing industry. Representative required to sell window products to builders and architects. Excellent remuneration and benefits. Related experience an asset. Send resume to

Viceroy Windows
2651 John Street, Unit 2
Markham, L3R 2W5

PART TIME HELP WANTED
required

For kitchen boutique
Phone
477-7337

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