

General Help

510 Office Help

**THE DESSERT PEDDLER IN UNIONVILLE** requires a **DISHWASHER**

Tuesday - Saturday, 8:30 a.m. - 4:30 p.m. Salary negotiable. Call for an appointment.

479-1178

**PERMANENT PART-TIME POSITION SCHOOL AGE CHILD CARE**

**DUTIES:** to travel to various school locations in York Region ensuring that quality is maintained that meets Y.M.C.A. and provincial child care standards.

**QUALIFICATIONS:**

- Experience in working with groups of children in a childcare or recreational setting
- Program Development
- Supervising staff

Mileage and full training provided. Please call Janet Clark at:

884-4811 or 773-4591

**Secretaries**

American Express, a leader in the Canadian financial services and travel industries, currently offers these challenging opportunities for energetic and highly motivated Secretaries with a mature approach. Working with professional management, you will carry out a variety of assignments that will enable you to enjoy increased responsibility and scope.

A secretarial diploma or relevant formal training combined with 2 to 5 years' related experience and good word processing skills are essential. You must also have a professional manner, as well as excellent organizational abilities so as to handle a large volume of work in a fast-paced environment. Shorthand and dicta skills would be definite assets.

We offer a competitive salary, comprehensive benefits, and the opportunity to progress as quickly as your talents merit.

Please send your resume, in confidence, to:

**AMERICAN EXPRESS**

Manager, Human Resources  
86-20/KJB/DM  
American Express Canada, Inc.  
101 McNabb Street  
Markham, Ontario L3R 4H8

**Filing Clerk**

And other various office duties.

Apply to: June,  
475-3080

**INVENTORY CONTROL CLERK REQUIRED IMMEDIATELY**

Experienced person required for day to day management of inventories at 65 locations across Canada. Must possess good interpersonal skills. Good company benefits.

For appointment please call:

Alex  
475-3722

**The Liberal**

Part-time  
Classified Salesperson  
and  
Part-time  
Telemarketer

Required by local Community Newspaper to work 3 days per week for our busy Classified and Telemarketing department.

Duties will include answering incoming classified calls and soliciting new and ongoing features.

The successful candidate will possess above average spelling, typing and telephone manner.

This position offers salary plus commission and is an excellent opportunity for the right person.

For interview please call Dawna Andrews.

881-3373

Skilled & Technical Help

515

**CARPENTERS HELPER**

EXPERIENCED  
OWN TRANSPORTATION.  
YEAR ROUND WORK  
CALL  
**294-2356**

**PURCHASING SECRETARY**

Clerical position, general office duties. Accurate typing and pleasant telephone manner required. Woodbine/Steeles area. Phone:

**(416) 475-7568**  
for appointment

**SECRETARY/RECEPTIONIST**

Required for the Project Office of the Markham Stouffville Hospital located in the Woodbine/Hwy. 7 area. Duties include reception, typing, filing and other functions as required.

Applicant should have a good telephone manner, excellent typing and word processing skills and be capable of assuming responsibility. Must be flexible and able to handle a variety of situations and workloads since this is a growth position. Salary commensurate with experience. Please forward resume with salary expectations to:

**Ms. T. Osbourne**  
Markham Stouffville Hospital  
Suite 205, 140 Renfrew Drive  
Markham, Ontario  
L3R 6B3

**AUTOMOTIVE DAMAGE APPRAISER**

We required a skilled appraiser for the greater Metropolitan Toronto area. This individual should possess the following qualifications:

Class "A" or "B" licence, ability to assess damage to all types of motor vehicles, neat handwriting, speak English fluently and pleasant personality.

In return we offer an excellent compensation package and good working conditions.

Contact  
**ERIC LIGHTOWLER**  
MANAGER  
HI-TECH  
APPRAISAL SERVICES INC.  
3640 Victoria Park Ave.  
Toronto, Ont. M2H 3B2  
or TELEPHONE  
499-8006

Office Help

525

**MAIL/FILE CLERK**

The State Farm Insurance Company has an immediate opportunity for a Mail/File Clerk in our Markham Claims Service office (Steelcase Road/Woodbine Avenue).

You are a self-starter who enjoys a busy workday in a fast-paced environment. Your varied responsibilities will include receiving and distributing incoming mail, processing outgoing mailings and providing filing support.

This entry-level opportunity will appeal to a grade 12 graduate with good people skills and 40 wpm typing. Please call: The Regional Office at 298-5015, or forward your resume to:

**The State Farm Insurance Company**  
1801 Brimley Road  
Scarborough, Ontario  
M1P 3H3  
"An Equal Opportunity Employer"

**STATE FARM**  
INSURANCE COMPANIES  
Head Office: Scarborough, Ont.  
Like a good neighbour State Farm is there.

**NEW! NEW! NEW!**

**TOWER TOTAL PERSONNEL SERVICES LTD.** is pleased to announce the opening of our new branch servicing the northeast located

1031 McNicoll Ave. (Vic. Pk./Finch)

We're registering applicants now for assignments in fields such as:

- SECRETARY
- RECEPTIONIST
- CLERK TYPIST
- LITE INDUSTRIAL

Easy access by T.T.C.  
492-5883

**RESPONSIBLE MATURE PERSON**

For typing, filing and general office duties in pleasant atmosphere.

Approximately 20 hours per week.

294-8786

**DRIVER JOB TRAINING & PLACEMENT HELP**

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

**SECRETARY TO THE SOLICITOR**

Applications are now being received for the above position in the Legal Department.

**DUTIES:** Provide secretarial services for the solicitor; co-ordinates all correspondence for the department, provides technical services for the Legal Section.

**QUALIFICATIONS:** Communication, general knowledge at high school graduate level, well developed legal secretarial skills as might be acquired through training, i.e. community college or equivalent; a number of years related experience.

**SALARY:** \$19,860 - \$23,362 per annum.

Please apply on or before December 10, 1986 to:

**DEPARTMENT OF HUMAN RESOURCES**

**MARKHAM**

8911 Woodbine Avenue  
Markham, Ontario  
L3R 1A1

**ORDER DESK CLERK**

Growing distributor of Automotive Service equipment has an immediate requirement for an order desk clerk to maintain a complete order entry system using an IBM 5285 terminal.

Applicant should have a basic knowledge of office procedures, computer experience would be an asset.

This challenging position offers pleasant working conditions and congenial atmosphere.

Salary negotiable. We are presently in Markham but as of January 1st we will be relocating to a new facility at Hwy. #7 and Leslie Street.

For an interview please call  
Linda at  
**HUNTER AUTOMOTIVE EQUIPMENT LTD.**  
475-7592

**BEST JOBBINDERS IN MARKHAM, SCARBOROUGH, WILLOWDALE & DON MILLS**

**CLERK TYPIST \$12-\$14K.** If you are looking for on the job training, a chance to learn and grow and a friendly working environment, then look no further! This rapidly expanding company in the Richmond Hill area offers the perfect opportunity for you to start your successful career!

**NO EXPERIENCE REQUIRED \$12,500.** Let your enthusiastic, outgoing personality pave the way for a career start with this corporate head office. Lots of variety and scope for growth. Gorgeous office surroundings. Willowdale.

**JUNIOR CLERICAL \$13,500.** Have you just graduated from High School, possess no recognized office skills but would like to be given the opportunity to start in an entry level position and receive full training? If so, this international company offers the enthusiastic individual, who is not afraid to start at the bottom, a chance to learn and grow in this large corporate office. Excellent benefits.

**PEOPLE PLUS \$14-\$16K.** Show off your professional telephone manner as you answer busy phones for this expanding company in the Willowdale area. Lots of variety, growth and a friendly working environment are provided by this progressive firm.

**RECEPTIONIST/SECRETARY TO \$17K.** Your outgoing manner and excellent people skills can win you this very rewarding position. With just a little experience and a lot of enthusiasm you can enter into the exciting world of marketing and promotions. Lots of variety and this growing company will even train on computers. Lovely offices.

**MEDICAL DICTA TYPIST \$15K.** Utilize your strong secretarial skills in this very congenial office setting. Organizational skills and a good telephone manner is all that is needed to start a career in the medical profession. Medical terminology a definite asset but not absolutely required. Willowdale area. Excellent benefits.

CALL CHERYL OR WENDY AT 493-6880 OR CAROLE AT 296-0952

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

The York Region Roman Catholic Separate School Board

**Mechanic**

Heating/Air-Conditioning/Refrigeration

Qualifications:

- Current Ontario Air-conditioning/Refrigeration licence.
- Current G1 Gas Fitter's licence.
- Grade 12 education.
- Several years trade experience industrial, commercial and institutional, in heating, refrigeration, air-conditioning and air handling.

Salary \$13.09 per hour.

Hand written applications, including a resume of education, experience and references will be accepted until December 12, 1986, and should be forwarded to:

The Human Resources Department,  
Attention: Brenda Manning,  
21 Dunlop St.,  
Richmond Hill, Ont. L4C 2M6

Pelliccione J. Zupancic  
Chairman of the Board Director of Education

**ALLSTATE INSURANCE**

**FULL TIME JOB OPPORTUNITIES**

We have entry level clerical positions available in our New Markham Head Office.

Qualified candidates should have:

- High School Diploma
- Minimum typing speed of 35 w.p.m.

Allstate can offer competitive salaries, a full range of company benefits including profit sharing, plus opportunities for future advancement.

Interested applicants please call: Brenda Thompson

**475-4475**  
**ALLSTATE INSURANCE COMPANY OF CANADA**

**PART TIME CLERKS (DAYS)**

We have immediate openings in our Markham head office for Clerks to work approximately 15 hours per week.

These positions required flexibility as extra hours may be required. Mondays are a must.

Interested applicants please call:

Bev Hipgrave  
477-6900 Ext. 2654

**ALLSTATE INSURANCE COMPANY OF CANADA**

**RECEPTIONIST WANTED FULL TIME**

No experience necessary

Apply in person at  
**SUNKIST FRUIT MARKET**  
500 Alden Road  
Suite 212  
Markham  
475-7220

**SECRETARY**

K-Konsult (Canada) Inc. is a new Consulting Engineering firm in Canada with an office located in Markham. Our firm is a subsidiary of a large Consulting Engineering firm in Sweden.

We are looking for a mature person with very good communication and office skills. You will be required to assist in setting up the office. You should be familiar with operating in IBM PC and the programs we use (Word Star 2000 - word processing; Lotus 123 - accounting). Familiarity with dictaphone would be useful.

If you are interested in this position, please send your resume with salary requirements. We offer an attractive salary, 30 hours per week and a benefit package.

**K-KONSULT**

c/o Swedish Trade Council  
150 Bloor St. W., Ste. 835,  
Toronto, M5S 2X9

**Senior Accounting**

And  
**Costing Clerk**

We have an opening in our Accounting Department for someone with the following qualifications:

- Enrollment in third level C.M.A.
- Extensive costing experience.

Those qualified please forward resume to:

**Crown Cork and Seal Canada Inc.,**  
7900 Keele St.,  
Concord, Ontario L4K 2A3

**Allstate BILINGUAL PART-TIME CLERK (FRENCH/ENGLISH)**

Our Markham Head Office has openings for part-time clerks to work evenings 4:30-8:30 p.m. Interested applicants please call:

Brenda Thompson  
**475-4475**  
**ALLSTATE INSURANCE COMPANY OF CANADA**

**SENIOR CLERK**

We have a challenging position in our Media Division for someone with good computer terminal skills, excellent communication skills and good analytical abilities.

The successful candidate will have Grade 12 education, at least 2 years prior work experience using computer terminals.

**A.C. Nielsen Co. of Canada Ltd.**  
160 McNabb Street  
Markham, Ontario  
L3R 4B8  
475-8048

**PURCHASING SECRETARY**

Clerical position, general office duties, accurate typing and pleasant telephone manner required. Woodbine/Steeles area.

Phone:  
**(416) 475-7568**  
For appointment