

Office Help

**ACCOUNTS RECEIVABLE CLERK**

Requires good telephone manner, aptitude for figures and a willingness to work on a computer. Grade 12 preferred.

Responsibilities include processing cash receipts and customer inquiries.

Contact Russ Herrington  
477-0030

**PERSON FRIDAY**

Small industrial sales firm located in Markham required immediately, individual to handle all facets of running general office. Good telephone manner essential. The individual should be conscientious, hardworking and who is looking for a career opportunity.

Salary plus full benefits.

For full details call  
MIKE DEVINE or SUE HENRY  
479-2130

**CULLEN COUNTRY BARN**

Immediate opening for  
JUNIOR  
ACCOUNTS PAYABLE CLERK

Permanent full time position

Phone  
477-4475 Ext. 248

**Nielsen**

**RESEARCH CLERK**

We have a challenging opportunity for a well organized individual with good computer terminal skills and good basic math skills to assume duties in a busy research area. Candidates should have a grade 12 education, at least 1 year prior office experience and good observation skills.

475-8048

**REAL ESTATE APPRAISAL SECRETARY**

Required immediately; efficient, responsible, mature individual for full time position. The candidate must possess: good typing skills, some dicta, as well as professional telephone manner, plus the ability to work on own initiative. Recent references required. Salary commensurate with experience. Real Estate Office experience a definite asset. Sheppard/Don Mills Rd. area.

M. JONES  
496-0044

**EXCELLENT MARKHAM OPPORTUNITIES**

\$19-21K Int. Secy./Recep.  
Willowdale firm relocating to 404 and 7 in the new year.

\$15-16K Acctg./Person Friday  
This position combines secretarial and accounting skills. Requires a sunny disposition.

\$12-13K Jr. Person Friday  
Excellent opportunity to learn all facets of a small office — will train. Many more permanent and temporary positions available.

Don't hesitate. Call for further information. Karen Muggford, 491-9363, 2 Lansing Sq., Ste. 903.

**DGS group**

**RESPONSIBLE MATURE PERSON**

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

Approximately 20 hours per week.

294-8786

**SENIOR BOOKKEEPER**

A Markham based Direct Marketing Company is seeking an individual with 3-4 years experience in a computerized accounting environment. Solid knowledge of financial accounting and ability to prepare financial statements is required.

Please send resume to:  
115 Apple Creek Blvd.  
Unit #5,  
Markham, Ontario  
L3R 6C9

A fast growing international company dealing in consumer durables with high fashion quotient requires bright, literate, self-starters for the Markham based head office to fill the following positions:

**Secretary/ Administrative Assistant To Executive**

Must have impeccable skills and a facility with language.

Business background preferred, but will teach ambitious, career-oriented individual.

**Receptionist**

To handle 8-line telephone system.

Must have ability to handle general office duties and reasonable typing skills.

For interview call Susan,  
(416) 474-0101

**RECEPTIONIST** - This dynamic computer co. needs an outgoing personality for their reception area. Good communication skills and a professional appearance essential. Some typing required (45-50 w.p.m.). Will train on word processing. Salary \$17,000.

**JOB CHANGE** - If you are planning to change jobs in the New Year, call and register with us now. We are busy recruiting for companies moving to Markham in the New Year.

**BROWNLEE PERSONNEL**  
Main St., Markham  
471-6060

**PART TIME SECRETARY/ RECEPTIONIST**

For a busy Real Estate office. Must be flexible in hours able to work.

RE/MAX EXECUTIVE REALTY INC.  
640-4960

**Receptionist/ Person Friday**

Growing manufacturer, located at Hwy. 404 and 7, has an opening for a well groomed individual, with superior interpersonal and organizational strengths.

Solid typing skills, aptitude with figures and a polished telephone manner round out the job requirements.

Call Mr. Robinson,  
731-9411

**Experienced Clerk/Typist Full-time**

Must have a pleasant telephone manner and be good with figures.

Hours 10 am. to 6 pm.  
Yonge-Steeles area.

Call Jo-Ann,  
881-6500

**JR. MARKETING ASSISTANT**

For busy publisher. Must be excellent typist, good with figures and willing to undertake a variety of assignments.

Salary \$13-14K.

Apply in writing to  
Ms. M.L. Watters  
GLOBE/MODERN CURRICULUM PRESS  
200 Steelcase Rd. E.  
Markham, Ontario  
L3R 1G2

**FULL & PART TIME MATURE SALES HELP**

Experience preferred but will train

Contact  
Lighting Unlimited  
Markham Supercentre  
1661 Denison St.  
Denison & Kennedy  
475-9705

**Medical Secretary Laboratory Services**

York Central Hospital, is a modern 316 bed, fully accredited community hospital, located in Richmond Hill.

We require a mature individual to provide secretarial support for the Director of Laboratory Services.

The position is temporary full-time covering a maternity leave of absence. (Possible permanent position).

Hours of work - Monday to Friday, 9 to 5 pm.

The successful applicant will have a minimum of 2 years previous experience as a Medical Secretary, excellent communication and organizational skills and dicta typing (60 wpm).

Previous hospital experience an asset.

Qualified applicants are invited to apply to:  
Human Resources,  
883-2250  
—YORK CENTRAL HOSPITAL LOGO—

**DENTAL ASSISTANT/ RECEPTIONIST**

For Markham practice. Preference given to applicants with experience. Salary commensurate with experience.

Call  
471-6617

**DENTAL ASSISTANT FULL TIME DAYS**

Experienced for modern, energetic family practice. Warden/Steeles.  
475-7600 or 477-2400 (after 6 PM)

**DENTAL RECEPTIONIST Experienced Wanted**

Please send resume to: Dr. W. Turner, 3 Centre St., Suite 203, Markham, Ontario. L3P 3P9.

**E.C.E. TEACHER required**

For Day Care Centre. If you qualify, please call:  
640-4573

**Domestic Help Wanted 550**

**BABYSITTER** to care for in my home a 1 year old and a 4 year old (who attends Kindergarten) five days a week. Bayview and Romfield. Excellent salary. 889-9887.

**CLEANING person needed**, to assume complete responsibility for very large home. Reliable, non-smoker. References required. 640-5168.

**HOUSE cleaning required** for a 1/2 day per week. Vivian Road & Hwy. #48 area. General cleaning. Call Nancy 475-6660 between 8:30 - 5 p.m. weekdays.

**LIVE IN PART TIME POSITION**

Housekeeping for professional family with 3 school age kids. Private quarters plus income.

479-6492

**NANNY** wanted, live in or out for one school age and one infant in Unionville. Sciberras & Fred Varley area. Starting January 1st. 479-3128.

**WANTED** part time nanny to babysit in my home. Warden and #7 area. 479-5691.

**Sales Help & Agents 530**

**PART TIME SALES HELP**

Experienced telemarketing persons. Work from home or our office. Excellent earning potential.  
291-8787

**SALESPERSON**

Required for Mazda dealership, Markham area.  
Call Al Atkinson, Monday to Friday between 10am & 4pm only.  
294-1210

**Hospital, Medical, Dental 535**

**Medical Secretary Laboratory Services**

York Central Hospital, is a modern 316 bed, fully accredited community hospital, located in Richmond Hill.

We require a mature individual to provide secretarial support for the Director of Laboratory Services.

The position is temporary full-time covering a maternity leave of absence. (Possible permanent position).

Hours of work - Monday to Friday, 9 to 5 pm.

The successful applicant will have a minimum of 2 years previous experience as a Medical Secretary, excellent communication and organizational skills and dicta typing (60 wpm).

Previous hospital experience an asset.

Qualified applicants are invited to apply to:  
Human Resources,  
883-2250  
—YORK CENTRAL HOSPITAL LOGO—

**Domestic Help Available 555**

**VILLAGE MAID** — Housecleaning on a regular basis. Personal and dependable. Call: 294-8209.

**Births 615**

**GRESSALL** — Christopher and Esther thank God for the safe arrival of their daughter, KATRINA ESTHER on November 15, 1986 at 10:48p.m. at Scarborough Centenary Hospital. A little sister for Edward.

**FOSTER** — David and Beth (nee Wideman) welcome with love their little treasure VANESSA MARIE, a baby sister for Andrew, a granddaughter for Albert and Edna Foster, Stouffville; Harold and Dorothy Wideman, Gormley. Born Sunday, November 16, 1986 at 4:06 AM at York Central Hospital. Weighing 7 lbs. 8 oz.

**IT'S A GIRL!**

**OTTAWA** - Kevin and Ruth (Cornwell) are thrilled to announce the safe arrival of their first child KATIE C., born November 19, 1986 at 4:53 p.m., weighing 6 lbs. 15 1/2 oz. Proud grandparents are Bill and Thelma Ottaway of Markham, and Cheryla Cornwell of Mississauga. Special thanks to Dr. M. Silver and Staff at Scarborough Grace Hospital.

**Births 615**

**O'CONNELL** — Jim and Theresa (nee Pickard) are excited to announce the arrival of their first child "SHANE MATHEW". Arrived 1:18 a.m. on September 27, 1986 at Oshawa General Hospital, weighing 5 lbs. 2 oz. Very proud grandparents are Joe and Bernice Pickard of Markham and Paddy and Annie O'Connell of Kildysart, Ireland.

**HOPE** — David and Diane welcome with love MELIKA MICHELLE, born November 23, 1986 at New Liskeard. A sister for Kofi and first granddaughter for Don and Louise Hope, R.R. Claremont and Rosa and James Carrott, St. John's Antigua. A first great granddaughter for Mr. and Mrs. Fred Hope, R.R. Claremont and Mrs. James Ferguson, Fenelon Falls.

**HOLDEN** — Stan and Chris (nee Middleton) are delighted to announce the arrival of LAURA ANN on November 14, 1986, weighing 6 lbs. 10 oz. A little sister for Brian. Proud grandparents are Carl and Jean Holden and Gord and Janet Middleton of Markham. Great grandmothers are Edith Hillson of Scarborough and Eva Middleton of Markham.

**JEFF** and Laura Cavanagh are very pleased to announce the birth of their first child DANIEL JAMES, 6 lbs. 12 oz. born on November 25, 1986. First grandson for Colin & Ann Evans and Barry and Rita Cavanagh. A very special thank to all those involved at Women's College Hospital.

**LAIRD** — Dave and Lynn (nee Miller) are thrilled to announce the birth of their daughter Krista Lynn, on Saturday, November 22, 1986, weighing 7 lbs. 8 oz. A sister for Stephen and Geoffrey. Proud grandparents Lloyd and Pat Miller of Port Perry and Lila Laird of Oshawa. Thanks to the staff at Scarborough Centenary Hospital.

**Tenders 600**

**THE YORK REGION BOARD OF EDUCATION**

**NOTICE OF PUBLIC MEETING**

**Unionville High School Accommodation for Sept., 1987**

A public meeting will be held at William Bercy Public School at 7:30 p.m. on Thur. Dec. 11 to present information on the accommodation of students residing in the Unionville High School attendance area for Sept. 1987.

Present at this meeting will be: Trustees, Anne Atkins, Ron Stevenson, Joanna French and Cheryl Walker, then chairman of the Board Harry Bowes, Superintendent of schools area 9, Jerry Diakiv.

Harry Bowes  
Chairman of Board

R.A. Cressman  
Director of Education

**TENDER FOR THE PRINTING OF BUILDING DEPARTMENT FORMS**

Sealed tenders clearly marked as to contents will be received by the Town Clerk at 8911 Woodbine Ave., Markham, up to and including Tuesday, December 9th, 1986 at 1:30 p.m. Tender forms and specifications may be obtained from the Purchasing Department at the above noted address.

Lowest or any tender or any part of any tender not necessarily accepted.

C. Reardon A.M.C.T. (A) Tender Purchasing Agent 74-86

**MARKHAM**  
8911 Woodbine Ave.  
Markham, Ont. L3R 1A1  
477-7000

**Forthcoming Marriages 630**

**GOUGH** - Mr. and Mrs. Robert Gough are pleased to announce the forthcoming marriage of their daughter Donna to Peter, son of Mrs. Irene Sherrard. The wedding to take place December 20, 1986 in Unionville.

**MRS. PAULINE STECKLEY** wishes to announce the forthcoming marriage of her daughter Susan Pauline to Ross David Scott Douglas. Wedding to take place on Saturday, January 10, 1987 at 6 o'clock, Calgary Winter Club in Calgary, Alberta.

**In Memoriams 655**

**GREENFIELD, Fred** — In loving memory of a dear father and grandfather who passed away December 4, 1984.

Gone are the days we used to share  
But in our hearts you're always there  
The gates of memory will never close  
We miss you more than anyone knows  
With tender love and deep regret  
We who loved you will never forget  
— Sadly missed by Bob, Irene, Donna and Wayne, Ann, Ardon, Esther and Andrew.

**HUNTING FOR A NEW JOB?**

AD SALES: New products, part of our...  
HAIR STYLISTS: Full time position available...  
LOGIST: Full time position available...  
OPERATOR: Full time position available...  
FIELD MAINTENANCE: Full time position available...  
DEAFING: Full time position available...  
WANTED: Part time teacher or waitress bars...  
NO. Sales

**Search the pages of classified!**

It's a job-search jungle out there! Classified can cut you a clear path to career opportunities. New job openings are listed in classified each day. Our job classifications make finding the openings you're interested in easy.

Don't miss a day — the job you want may be in classified today!

**CLASSIFIED...the job finder!**

**Economist & Sun The Tribune**