

**MEDICAL  
RECEPTIONIST  
TEMPORARY  
FULL TIME  
6 - 8 Weeks**

Starting January 5, 1987  
for  
Local Medical Laboratory  
Good typing and interpersonal  
skills.

Call J. Allin  
661-0665

**PART TIME  
AFTERNOON  
RECEPTIONIST  
CLERK/TYPIST**

To work in small, friendly  
office.

Just south of Markham, own  
transportation necessary.

Neatness, accuracy and  
pleasant telephone manner  
a must.

Please call  
Office Manager  
297-0470

**PERSON  
FRIDAY**

Growing company located in  
Markham area requires an  
individual who has had a  
minimum of 5 years office  
experience in sales and  
accounting. Computer back-  
ground an asset.

Successful candidate must  
have good telephone man-  
ner and be able to type 50  
w.p.m.

Please send resume to:

Attention Personnel Dept.  
65 Riviera Drive, Unit B  
Markham, Ont. L3R 2L6

**RECEPTIONIST**

Needed for expanding com-  
pany in Markham. Appli-  
cants must be neat in appear-  
ance, mature and organized.

To apply  
Please call  
475-8181

**SALES SECRETARY/  
RECEPTIONIST**

A rapidly growing telecom-  
munications company in the  
Markham area has an opening  
for a Sales Secretary to work in a  
fast paced sales/service environ-  
ment. Excellent phone manner  
and typing a must. Familiarity  
with Canon AP350 an asset.  
Starting salary 16k-18k. Please  
contact.

Francine Latremoville  
477-0160

**RECEPTIONIST  
PART TIME**

For  
Real estate office.  
Evenings and Saturdays

Call  
Chris Kennedy  
477-0075

**RECEPTIONIST/  
SECRETARY**

Person will have  
pleasant telephone man-  
ner, experience with dic-  
ta processing and dic-  
taphone. Required for  
small office in Victoria  
Park / Finch area. Salary  
commensurate with ex-  
perience.

Please call  
For interview  
492-7419

**Secretary/  
Receptionist**

Friendly Richmond Hill  
office requires immediately  
a mature individual with ex-  
cellent secretarial skills,  
pleasant telephone manner  
and experience with word  
processing and/or compu-  
ters.

Position involves a variety  
of general office duties.

Contact: Valerie Gropp,  
889-9534

**Senior  
Accounting  
And  
Costing Clerk**

We have an opening in our  
Accounting Department  
for someone with the fol-  
lowing qualifications:

- Enrollment in third  
level C.M.A.
- Extensive costing ex-  
perience.

Those qualified please for-  
ward resume to:

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

**SENIOR  
BOOKKEEPER**

A Markham based Direct  
Marketing Company is seek-  
ing an individual with 3-4  
years experience in a com-  
puterized accounting en-  
vironment.

Solid knowledge of financial  
accounting and ability to pre-  
pare financial statements is  
required.

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

**SWITCHBOARD/  
RECEPTIONIST**

We have an opening for an  
enthusiastic, well organized  
individual with good tele-  
phone manner to handle re-  
ception, typing (55 w.p.m.)  
and clerical duties.

Pleasant working conditions  
and excellent company be-  
nefits. Located at Woodbine  
and Steeles.

Call Marion  
STETRON INTERNATIONAL  
475-6202



**REAL ESTATE  
RECEPTIONIST/  
SECRETARY**

Permanent part time, 4 hours dai-  
ly, Monday-Friday in our Markham  
Branch.

Real Estate experience preferred  
but not essential. Excellent switch-  
board and typing skills a must.  
May lead to permanent full time.

If interested call  
Miss Smith  
498-9800  
SAFEGUARD R.E. LIMITED RLTR.

**TYPIST/  
RECEPTIONIST**

Steelcase/Woodbine area

Please call  
475-6984

**MEDICAL  
RECEPTIONIST  
SHIFT WORK  
Required**

Please send resumes  
to:

Box 4202  
MARKHAM  
ECONOMIST & SUN  
9 HERITAGE ROAD  
MARKHAM, ONT.  
L3P 1M3

**FULL & PART TIME  
MATURE SALES HELP**

Experience preferred but will train

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

**SALES HELP  
PERMANENT PART TIME**

Mature and Reliable. Possibility for  
advancement. Approximately 25-28 hours  
per week. \$5.00 per hr.

Apply in person with resume to:

**BATTERY ONE-STOP  
NEXT TO MIRACLE FOOD MART  
MARKVILLE SHOPPING CENTRE**

**Economist & Sun**

requires  
CLASSIFIED  
SALES REPRESENTATIVE  
Full-Time

We have an immediate opening in our Classified Department for a  
career minded self-starter.  
Duties will include taking incoming ads, soliciting new accounts &  
developing and selling ongoing features.  
Sales experience a definite asset but not essential.  
This position offers salary plus commission and is an exciting &  
challenging opportunity for the right person.  
To arrange an interview please call:

294-2200  
Debra Weller  
Classified Advertising Manager



**FURNITURE  
SALESPERSON**

40 hour work week  
Commission or Salary

Apply  
Customer Service  
Markville Shopping Centre

**PART TIME  
SALES HELP**

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

Domestic Help Wanted 550

MATURE individual wanted to care for 5 month  
old infant in my home. Monday - Friday.  
Raymerville & McCowan. 294-6995.

Hospital, Medical, Dental 535

**GREEN GABLES  
MANOR  
requires  
R.N.A.**

**NURSING AIDE**  
In the New Year  
Please contact  
Mrs. Barbara Peacock  
Director of Care  
640-1310

R.N. and R.N.A.

Required evenings and some weekends  
for part-time teaching of Health Care  
Aide Program. Geriatric experience a  
must. Call for a personal interview.  
1-421-0372, Mrs Malley

Domestic Help Available 555

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