

Office Help

525

START THE NEW YEAR OFF RIGHT... WITH A JOB
PAYROLL ADMINISTRATOR TO \$21K. If you have at least one to two years experience with exposure on a computerized system, our client, located in the Markham area, requires an assertive, detail-minded individual to handle their In-House Payroll System. Deductions, remittances and T4 preparation is required. Large, professional offices. Excellent benefits.
ACCOUNTS RECEIVABLE SUPERVISOR \$25K. This growing, progressive firm requires a self-motivated, highly organized individual with at least three years solid experience in Accounts Receivable/Credit and Collections to supervise their growing department. If you are the type of employee who works well on their own, is assertive and likes making recommendations and implementing policies and procedures, then this position can offer lots of room for flexibility, French an asset but not a definite requirement. Denison/Birchmount.
HUMAN RESOURCE SECRETARY \$15-16K. This expanding Personnel Division of this large, growing company in the Markham area requires a junior to intermediate typist with excellent telephone manner and communication skills to act as Receptionist/Secretary to three of their key people. Lots of room for growth. Benefits paid immediately on commencement of employment.
ASSISTANT MARKETING COMMUNICATIONS CLERK \$21K. If you possess a marketing diploma from a recognized college with approximately one year's working experience and have been looking for that ideal opportunity to be trained for upward mobility in a Marketing Department of a large national company...then look no further! This position was made to order for the enthusiastic individual public relation skills. Don Mills.
PERSONAL SECRETARY TO \$20K. This newly-created position with this rapidly expanding division of this large firm requires a self-motivated individual with excellent typing and communication skills to act as right-hand to this busy executive. Some word processing or exposure to Lotus 123 an asset. Friendly co-workers plus excellent benefits. Woodbine/Steeles.
CALL CHERYL DEVEAUX OR WENDY CARPENTER AT 493-8880
CALL US TODAY FOR DETAILS ON THESE AND OTHER POSITIONS AVAILABLE.
NO APPOINTMENT NECESSARY
FAIRVIEW SCARBORO
 1800 Sheppard Ave. E. 100 Conslum
 (Sheppard/Don Mills) 3rd Floor
 493-8880 296-0952

DRAKE PERSONNEL

TYPIST
WITH TELEPHONE SKILLS
 For very busy Markham Real Estate office.
 Flexible hours to suit right applicant. Duties to include mostly typing and some telephone relief. Real estate experience a definite asset.
 Call **294-2533** for an appointment

JUNIOR SECRETARY
 A local marketing and advertising company requires the services of a Junior Secretary.
 The position would involve general secretarial work: word processing, filing, telephone answering, etc. In addition the position would require extensive use of a computer.
 For further information please call: **471-1289** or send resume to **Pharma Communications Ltd.** P.O. Box 123 Markham, Ontario L3P 3J5

ORDER PROCESSING PERSON
 For major retail furniture store. Computerized entry system; customer telephone inquiries. Computer experience an asset. Excellent salary and benefits.
THE FURNITURE MALL
 Hwy. #7 & Woodbine
 Mr. Hoffman
475-0705

PERSON FRIDAY
PERFORMANCE PLATFORMS LIMITED, a Markham based Rental/Sales operation requires a Person Friday.
 Should have good telephone manner and be experienced in filing & typing. Basic bookkeeping an asset.
 Call for an interview:
479-3737
 Alan Hall

Senior Bookkeeper
 Industrial distributor, Hwy. 404 and No. 7
 Computerized accounting system.
 Duties include preparation of monthly interns, payroll for staff of 20, supervision of payables and receivables and some executive secretarial work for the President.
 Salary \$24,000. plus profit sharing plus health and dental plan.
 Forward resume to:
Irwin Industrial Agencies Ltd.,
 50 East Beaver Creek Rd.,
 Richmond Hill, Ont. L4B 1G6
 Attention: Ms. June Andrews

IMPACT COPY CENTRES
 The Canadian Franchisor of KWIK-KOPY has the following vacancies at its Markham office.

RECEPTIONIST/TYPIST
 Usual reception duties - Seven line phone. Job involves some copy typing. Must have good command of English and pleasant telephone manner.

SECRETARY - REAL ESTATE DEPARTMENT
 Responsible to manager involving leases for all our Franchise locations in Canada. Must be able to work unsupervised so candidate must meet accuracy, detail and good typing skill criteria. Meeting deadline very important. Would suit candidate with minimum 1 year experience.
 For either position please call **491-5311** to arrange an interview
 Please note: ours is a non-smoking environment.

RECEPTIONIST/ SECRETARY
 Person will have pleasant telephone manner, experience with dicta processing and dictaphone. Required for small office in Victoria Park / Finch area. Salary commensurate with experience.
 Please call **492-7419** For interview

RECEPTIONIST/ TYPIST
 required for small Engineering Sales Office, in Gormley. Pleasant telephone manner, typing of quotations and general correspondence, etc. Reply to:
 Mrs. Bailey
888-1164

royfoss
Clerk/ Typist
 With general office experience and an aptitude for figures. Data input experience an asset.
 Please call Joan Parker,
886-2000
SENIOR BOOKKEEPER
 Accounting Technician with typing. In-house full time contract work. Unusual variety and flexibility. \$10.00/hour for qualified person.
 Contact Brenda
294-8242

Office Help

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EBENEZER UNITED CHURCH
 At the corner of Brimley and Steeles is seeking a **SECRETARY** with good interpersonal skills.
 Duties include: typing, filing, receptionist etc.
 A car would be an asset. This is a full time position of 30 hours/week.
 Please call **299-8787** after 6 p.m.

IMMEDIATE OPENINGS
 • **COLLECTIONS & RECEIVABLES**
 2 years experience
 • **RECEPTIONIST**
 Experience with good telephone manner
 • **OFFICE CLERKS**
 2 positions, 1 year experience
 • **FILING CLERK**
 1 year experience
 Please fill in application or drop of resume at:
ENCORE SALES
 333 North Rivermede Road
 Concord, Ontario
 L4K 2X1

START THE NEW YEAR RIGHT
 Come in and discuss your career requirements with us. We continue to have many exciting job opportunities.
CO-ORDINATOR (Male or Female) - This challenging & varied position requires a flexible, hardworking individual with good communication skills. Customer service, shipping & receiving (no heavy lifting), inventory control, A/P and Credit & Collection will keep you busy. Good advancement opportunities. Salary \$25,000 +.
RECEPTIONIST - Rapidly expanding int'l. co. (Hwy. 7/Leslie) requires a self-starter who enjoys working in a small but very busy office. Good typing skills essential - will train on word processing. French a definite asset. Salary \$17-19,000.
RECEPTIONIST - This computer co. is on the move, they have promoted their receipt and now need her clone. An outgoing personality, flexible attitude and typing skills (50 wpm) are the "qualifiers". Salary \$17-18,000.
 Other permanent positions also available.
BROWNLEE PERSONNEL
 Main St.-Markham
471-6060

JUNIOR CLERK TYPIST - \$15K
 Are you friendly, looking for a position that offers variety?
 We have a Markham team playing company with an immediate opening for someone with a good attitude and typing skills.
 Excellent benefit package.
 Please call:
 Peggy or Linda
492-8502
HUNT PERSONNEL

GRAPHIC ARTS DEALER
 Located in Markham
 Requires an experienced **SWITCHBOARD/RECEPTIONIST** with some clerical background. Must have own transportation. Permanent position with good company benefits.
 Betty Rice
492-8999

PART-TIME PERSON
 Typing essential. 3 - 4 days per week. Call Joan.
477-4900
HARMAC TRANSPORTATION

BOOKKEEPER
 Mature with experience on AP/ AP, payroll, trial balance. Knowledgeable on IBM only. Good communications. Resume required. For expanding Real Estate Company.
 Markham Rd. & Steeles
 Call **298-3113**

Office Help

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Safeguard Real Estate Limited Realtor
REAL ESTATE RECEPTIONIST/ SECRETARY
 Permanent part time, 4 hours daily, Monday-Friday in our Markham Branch.
 Real Estate experience preferred but not essential. Excellent switchboard and typing skills a must. May lead to permanent full time.
 If interested call Miss Smith
498-9800
 SAFEGUARD R.E. LIMITED FLTR.

Sales Help & Agents

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ADVERTISING SALES BUSINESS NEWSPAPER
 We require an advertising salesperson immediately for a growing Scarborough Business newspaper. We're looking for someone who:
 • Can work with minimum supervision
 • Is aggressive and prepared to work hard.
 • Can work well with people.
 We can offer:
 • An attractive remuneration package.
 • Unlimited growth potential.
 If you think you're the right person, send your resume to:
 Dean Burton
 Advertising Manager
 Scarborough's Business Leader
 125 Nashdene Rd., Unit 3
 Scarborough, Ont. M1V 2W3
 Or call: **292-3195**
 For an interview

EARN EXTRA MONEY
 Days or evenings doing telemarketing from our office in downtown Markham.
 Students, homemakers welcome. Start immediately. Excellent wages and bonuses.
 Please call **471-7359**

FULL TIME and PART TIME SALES HELP REQUIRED
 Apply in person **THE BRASS HUT**
 The New Supercentre
 Kennedy & Denison

PART TIME
 Individual required for part time work in the Sales Department of a computer company.
 Individual must possess good organizational habits, pleasant telephone manner and proficient typing skills.
475-6060
Ext. 370

TRAVEL COUNSELLOR
 required Full time & Part time
 For Markham area agency. Experience preferred with **RESERVAC.**
 Please call **Don Kitchen**
471-4942
 Omniventure Travel

Sales Help & Agents

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UNLIMITED INCOME
 Position available for intelligent ambitious full-time commission salesperson with a sense of humor. 10 percent commission on all sales and repeat business. New concept of marketing to Canada. Income unlimited for willing workers. Good choice of territories.
 Call January 5th or after.
477-3243

KIDS PORT CANADA
MARKVILLE MALL
FULL TIME SALES POSITION
 AVAILABLE
 APPLY IN PERSON
 TO JILL

TELEMARKETER
 Large food service company needs a telemarketer to arrange appointments. Salary plus commission. Leslie and Hwy. #7 area.
 Call Mrs. Sannino
494-1752

Hospital, Medical, Dental

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GREEN GABLES MANOR
 Has the following immediate openings:
R.N.A. - Retirement Centre
NURSES AIDE - Retirement Centre
 Please call **Mrs. Barbara Peacock**
640-1310

UNIONVILLE HOME FOR THE AGED
 Requires **REGISTERED NURSES**
 Part time
 Night shift (11p.m.-7a.m.)
 Evening Shift (3p.m.-11p.m.)
 Please call **Donna Burudzija**
477-2822

Teaching Opportunities

545

DAYCARE HELP WANTED
E.C.E. TEACHER
 Teacher's Assistant
 Chip and Dale Daycare
 Clarendon
649-2315

E.C.E. TEACHER/Supervisor required immediately. Clarendon Co-operative Nursery School for Monday to Friday, morning program operating September-June. Call Nancy Watts. 649-2370.

Domestic Help Wanted

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CLEANING lady required, 2 days a week. 887-5771.

GENERAL house cleaning in Stouffville, one day per week, non-smoker, salary negotiable. 483-0549 for interview.

LOVING, responsible Nanny required to care for 1 year old, part time, live out, flexible hours, excellent salary, non-smoker, references, commence immediately. Call after 6 p.m. 294-3861.

NANNY for 1 & 2 year old in Town of Markham. Active. Live out. Monday-Friday, \$200.00 week. References: Brenda, 297-5090 or 294-4414.

Domestic Help Available

555

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

Births

615

LAWRANCE - Kelly and Jamie are thrilled to announce the safe arrival of their daughter **AMY SUZANNE (SUZIE)** born on December 16, 1986. Thanks to family and friends for their support.

Engagements

625

CONGRATULATIONS
 Mr. & Mrs. Thomas More of Markham are very pleased to announce the engagement of their daughter Deborah to Kevin John, son of Mr. & Mrs. Donald Madigan of Scarborough. Wedding to take place Oct. 10, 1987.

DELBERT and Shirley Gilbert are happy to announce the engagement of their daughter Diane to Anthony Robinson, of London, Ontario.

HOWARD and Phyllis Cleverdon are very pleased to announce the engagement of their son, Randy Howard, to Lise Raymonde Plante of Sudbury, Ontario.

Legal Notices

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NOTICE TO CREDITORS
 ALL PERSONS having claims against the estate of Joseph Hunter Chalmers Bingham late of the City of Owen Sound in the County of Grey, who died September 29, 1986 are required to send particulars thereof to the undersigned solicitors herein for the Executrix, on or before the 2nd day of January, 1987 after which date the assets of the deceased will be distributed among the parties entitled thereto having regard only to those claims of which notice shall have been received.
 DATED this 11th day of December, 1986
EUNICE KATHLEEN ELIZABETH BINGHAM
 Executrix by her solicitors
McKERROLL & McKERROLL
 854 First Avenue West
 P.O. Box 607
 Owen Sound, N4K 5R4

NOTICE TO CREDITORS AND OTHERS
 In the estate of Catharine Dymond, late of the Town of Whitchurch-Stouffville in the Judicial District of York Region, deceased.
 ALL persons having claims against the Estate of Catharine Dymond, Widow, late of the Town of Whitchurch-Stouffville, in the Judicial District of York Region, who died on or about the 7th day of November, 1986, are required to file proof thereof with the undersigned on or before the 22nd day of January, 1987, after which date the Estate will be distributed without regard to claims not then filed.
 DATED this 16th day of December, A.D. 1986.
 John A. Wideman and Leonard E. Hoover, Executors of the Estate, c/o Button, Armstrong & Ness, Barristers & Solicitors, 6 Main Street East, Stouffville, Ontario L0H 1L0

Engagements

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MRS. PATRICIA MAURICE is pleased to announce the engagement of her youngest daughter, Andrea Joan, to Mr. Scott MacKenzie, youngest son of Mr. and Mrs. William MacKenzie.

Anniversaries

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Wes & Betty, Bill & Noreen Botham and Bill & Betty Michell are holding an Open House in honour of their parents
WES & HAZEL BOTHAM
 for their
60th WEDDING ANNIVERSARY
 January 10th, 1987 from 2-4 p.m. at Markham District Veteran's Hall, 7 Washington Street, Markham. Friends and neighbours are invited to attend.
BEST WISHES ONLY!

Deaths

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TOOLE - C. Elgin at York County Hospital on Tuesday, December 30, 1986. Beloved husband of Margaret Cook. Dear father of Susan Stokes; and her husband Kenton, Chris, Kevin and Michael. Brother of Stuart of Newmarket and Eira (Mrs. William Hancock) of Oshawa. Loved by many nieces and nephews. Friends were received at the Roadhouse and Rose Funeral Home, 157 Main St., Newmarket. Memorial service was held at Wesley United Church on Saturday, Jan. 3rd.