

General Help

510

COUNTRY STYLE DONUTS requires COUNTER HELP

Full time days and Part time -
midnight shift at our Wood-
bine/Hwy. 7 location.

Apply in person
between 7am & 3pm
Monday - Friday
Country Style Donuts
8370 Woodbine Ave.
Markham, Ontario
475-1155

DRIVER & WAREHOUSE HELPER

Wanted. Immediate Openings. Please fill in applica-
tion or drop off resume at:
Encore Sales, 333 North Rivermede Road, Concord,
Ont. L4K 2X1.



York Region Family "Y" CHILD CARE

Directors
and
Assistants

Part-time permanent positions.
Locations: Highgate Public School-
Birmount and Steeles, Westminster
Public School-Bathurst and Steeles.
Hours: 7:30 am. to 9 am.; 3:30 pm. to 6
pm.; 7:30 am. to 6 pm.; on Professional
Activity Days and March Break.
Qualifications: Experience working with
children in a recreational or day care set-
ting. Full training provided.



Apply to: Janet Clark,
884-4811

Skilled & Technical Help

515

CARPENTER

Experienced cabinet maker
required for in-store ren-
novations. Three months in-
side work available. Must
have references.

Call Bonnie Hanke
Cullen Country Barn
4300 Steeles Ave. E.
Markham

477-4475

DRIVER JOB TRAINING & PLACEMENT HELP

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

MECHANICAL HELPER

For afternoon shift in packag-
ing operation.

Mechanical background pre-
ferred.

Apply
297-6700

Skilled & Technical Help

515

Heavy Construction Equipment Mechanic

Experience is required for
this position.

You would be working with
our team of mechanics to
maintain and repair our
fleet of construction equip-
ment.

We are located in the Keele-
Langstaff area.

669-4942 or 661-9775

Office Help

525

APPLICATION SOFTWARE SPECIALIST

Required with UNIX experience.
Please forward resume to:

MAGSTAR
789 Don Mills Rd. 506
Don Mills, Ont.
M3C 1T9

Attention: Bev Ross

BOOKKEEPER/ TYPIST

Required by design/develop-
er. Warden & Denison area.
Full time position.

Call

477-5707

CLERK TYPIST

A Markham area Company
requires an individual to
handle a variety of general
office duties.

We require good typing
skills, competent telephone
manner.

To arrange an interview
please call:

Sue Baker
477-5600

EBENEZER UNITED CHURCH

At the corner of Brimley and
Steeles is seeking a **SECRET-
ARY** 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.

Office Help

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

PERMANENT PART-TIME

WEEKEND RECEPTIONIST

Sat. & Sun. — 9 a.m. - 6 p.m.

General clerical duties, busy telephone, typing, deposits, etc.

Apply in Person:

Markham Centennial Centre
McCowan Rd. North of Hwy. #7
(Behind Markville Plaza)

PERSON FRIDAY

Small to medium size holding company of industrial operating entities requires
immediately an individual to handle all secretarial and administrative functions
of the office.

Individual must possess good secretarial, administrative, organizational and
bookkeeping skills. Proficiency with LOTUS 123 is preferred.

Salary, plus full benefits.

Company located in Markham.

For full details call

Michael Borys
475-6011

SENIOR CLERK TYPIST

Energetic, well organized person is required for a busy sales office
to perform all clerical functions. Will also be required to type all
sales order, quotations, and correspondence. Answer all incom-
ing calls, operate telex and panafax machines.

Must have excellent typing and communication skills. Person with
electronic typing experience would be an asset.

Interested applicants should apply to:

PERSONNEL OFFICE
EMERSON ELECTRIC CANADA LIMITED

P.O. Box 150
Markham, Ontario
L3P 3J6
294-9340

SWITCHBOARD OPERATOR-RECEPTIONIST

2 Permanent Part time Positions

Hours: 8-12:30am And 12:30-5:30pm

Our Willowdale office requires experienced receptionists.
Pleasant phone manner, general clerical duties, good typing skills.
We offer an excellent benefit and compensation package.

Please phone or send resume to
Dave Perley, Branch Manager
Hewlett-Packard (Canada) Ltd.
3790 Victoria Park Avenue
Willowdale M2H 3H7
416-499-2550

EDUCATIONAL PUBLISHER

Has full time OFFICE POSI-
TION available

Apply in writing to
Fitzhenry & Whiteside
195 Allstate Parkway
Markham, Ont. L3R 4T8
Att: Margaret Harrington

477-0030

GRAPHIC ARTS DEALER

Located in Markham
Requires an experienced
**SWITCHBOARD/RECEP-
TIONIST** with some clerical
background. Must have own
transportation. Permanent
position with good company
benefits.

Betty Rice
492-8999

IMMEDIATE OPENINGS

- COLLECTIONS &
RECEIVABLES
2 years experience
- RECEPTIONIST
Experience with good tele-
phone 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



ACCOUNTS PAYABLE CLERK \$18,000

LARGE, friendly Markham firm is
looking for an accounts payable
clerk with a minimum of 3 years
experience in a computerized en-
vironment.

Car a definite Asset

Please call:
Peggy or Linda
492-8502

HUNT
PERSONNEL

ORDER PROCESSING PERSON

For major retail furniture
store. Computerized entry
system, customer telephone
inquiries. Computer experi-
ence an asset. Excellent sal-
ary and benefits.

THE FURNITURE MALL
Hwy. #7 & Woodbine
Mr. Hoffman
475-0705