

**General Help 510**

**SALESPERSON**  
We require an energetic salesperson for full time employment. Applicants should be experienced in working with people and an aptitude for ladies fashions. Management position available. Qualified candidates apply - Feb. 23 - Feb. 28 to:  
Peggy's Supercentre  
1661 Denison St.  
Unit 33, Markham

**THE DESSERT PEDDLER UNIONVILLE**  
requires  
**DISHWASHERS**  
Tuesday-Friday  
\$5.00 hour plus tips  
Please call  
Gwen or Mary Anne  
479-1178

**TEXACO**  
**HELP WANTED**  
**FULL & PART TIME**  
Apply in person  
Texaco  
241 Main St.  
Markham  
294-3479

**WELCOME WAGON CAREER OPPORTUNITY**  
Our established service is waiting for an enthusiastic, people-oriented person. If you like flexible work hours and have the use of a car...  
Please call  
Rosemary Schumaker  
364-9010

  
The Whitchurch-Stouffville Recreation Department is accepting resumes and applications for  
**SUMMER PROGRAM POSITIONS**  
• Daycamp  
• Aquatics  
• Roller Skating  
Please apply by  
March 16, 1987

**Warehouse Help**  
Pricing, stock taking.  
No experience necessary.  
**Shipper/Receiver**  
Experience an asset.  
Elite Smallwares,  
Hwy. 7, Leslie St.  
731-2415

**WAREHOUSE HELP**  
• Pickers  
• Packers  
• Order Checkers  
• Fork Lift/Truck Driver.  
Vicinity of Hwy. #404 and #7  
881-0704

WOODWORKER for small wood shop, full or part time. Giftware products. Clarendon area. 649-2505.

**DRIVER JOB TRAINING & PLACEMENT HELP**  
Is available from Rodgers School of Truck Driver Training Ltd. For career details call: (416) 769-3546 for literature.

**Skilled & Technical Help 515**

**Foreman punch press operations — day shift**  
Dominion Automotive is a Canadian leader in the manufacture of automotive specialty parts. Continued growth has led to this new opportunity in our Uxbridge plant. Responsibilities include supervising set-up and operation of punch presses, welding, wire cutting and syntron equipment, safety, staffing and production efficiencies are key elements of this position. In addition to community college level training in industrial engineering or production control, 3 to 5 years' supervisory experience in a punch press environment. Familiarity with job shop operations in an MRP environment would be ideal. We offer a competitive salary and comprehensive benefits program. Please send your resume, in confidence, to: Personnel Administrator, Dominion Automotive Industries Inc., 36 Vine Avenue, Toronto, Ontario M6P 1V7. No agencies please.

**da DOMINION AUTOMOTIVE INDUSTRIES INC.**

**Licensed Millwrights**  
Required immediately for our Plastics Laminating plant located Hwy. 7 and Keele St., area. 5 years experience and machining skills preferred. Experience in welding and plumbing an asset. We offer competitive salary scale. Please reply in writing to: W. Heath.  
Domtar Construction Materials,  
8300 Keele St.,  
Concord, Ontario L4K 1B8

**DOMTAR**

**DRAFTSPERSON**  
Intermediate Design  
Must have knowledge of the following:  
• strength of materials, flow of fluids  
• structural steel design  
• sheet metal fabrication techniques  
• vessel design and welding symbols  
Contact: John Buttell, Engineering Manager  
HIGGOTT-KANE  
431-0641

**RECEPTIONIST/TYPIST PERMANENT PART-TIME**  
(Hours flexible)  
Required immediately for a Printing Company in the Victoria Park/Steeles area. The candidate must have a pleasant telephone manner and accurate typing. This permanent position offers competitive starting salary plus excellent company paid benefits. For an appointment call:  
493-1300


**INSIDE SALES CO-ORDINATOR TRAINEE**  
A personable, articulate, out-going, ambitious person required for an "Inside Sales Trainee" position with a fast-paced Markham company. The ideal candidate would have 2 to 3 years business experience with a manufacturing company in the "Order Desk" function, or have general office experience with a strong desire and ability to train for an "Inside Sales" position. Anxex Metal Products Limited is a leader in the manufacturing and distribution of metal and related building products. This "entry level" position with an expanding leader in its field makes this an excellent opportunity for the right candidate. Please send resumes immediately to:  
GENERAL MANAGER  
ANDEX METAL PRODUCTS LTD.  
61 Amber St.,  
Markham, Ont. L3R 3J7

  
**MAIL CLERKS**  
We have 2 positions immediately available in the Markham/North Scarborough area for strong, hard working individuals who would like to work in large, professional companies. Experience and car a definite asset but not necessary.  
Please Call  
Anne or Debbie  
492-8502  
**HUNT PERSONNEL**


**Office Help 525**

**ACCOUNTS PAYABLE CLERK**  
1-write system, for small non-smoking office. Computer experience helpful but not required. Own transportation.  
Call Cheryl Milne  
477-7455

**ACCOUNTING CLERK**  
Needed by young progressive company. Varied administrative/financial duties include writing up ledgers and reconciliations. Good basic accounting knowledge with some experience preferred. Forward resume to:  
The Software Link Inc.  
250 Cochrane Drive  
Suite #12  
Markham, Ontario  
L3R 8E5  
Attention: S. Wallace

  
**CLERK**  
Do you have an aptitude for detail work? We have an immediate opening for a well organized individual with previous office experience and excellent observation skills to assume clerical duties in a busy department. Computer terminal experience would be an asset. We offer flexible working hours and excellent benefits.  
A.C. Nielsen Co.  
of Canada Ltd.  
160 McNabb St.  
Markham, Ont. L3R 4B8  
475-8048

**BUSY GROWING COMPANY**  
In computer related field looking for energetic person to help with telephones, filing, typing, warehouse, etc.  
Computer experience an asset. Located Woodbine & 14th Ave.  
Contact  
Ms. Sienerth  
479-0800

  
**SECRETARIES \$22K**  
International Computer Company will train on W.P. Experience an asset. Flexible hours. Location North Scarborough  
Please Call  
Anne or Debbie  
492-8502  
**HUNT PERSONNEL**  
**Data Entry Clerk**  
With general office experience.  
Hwy. 7 - Leslie area.  
Call Carol,  
731-2415

**Office Help 525**

**ADMINISTRATIVE ASSISTANT**  
Rapidly expanding publishing company in Markham seeks an Administrative Assistant. The successful candidate will work directly for the 2 principals of the company and is expected to have excellent secretarial skills, be able to communicate well with others and have a good command of the English language. The company offers an excellent benefit package and salary is commensurate with experience.  
Please send resume to  
Personnel Department  
KAMAR PUBLICATIONS LTD.  
130 Spy Crt.  
Markham, Ontario L3R 5H6

**CLERICAL ASSISTANT**  
Ideal re-entry position for mature person. Full time position offering attractive company benefits and minimum wage.  
Apply in person  
J. Sullivan  
White Rose Crafts & Nursery Sales Limited  
4038 Highway #7  
Unionville, Ontario

**GENERAL OFFICE ADMINISTRATOR**  
Fluency in French a must. Office duties to include reception, secretarial, customs/importing, word processing, etc. Must be pleasant, neat, well organized and able to work with little supervision. Located in Markham/Unionville area. New Complex. Forward resumes, stating qualifications and salary expectations to:  
Box 4225  
Markham Economist & Sun  
9 Heritage Road,  
Markham, Ontario L3P 1M3

**JUNIOR OFFICE MANAGER**  
A progressive Markham based distributor is seeking a bright, well mannered individual with typing skills, telephone experience and a flair for people. The successful candidate will be involved in clerical support, basic accounting, telephone order taking and general office procedures. Salary commensurate with experience and ability. To arrange an interview call:  
Mr. Budd  
475-5397  
A RESUME MUST BE PROVIDED

**PART TIME TYPIST/RECEPTIONIST**  
We required a part time professional who will blend into a challenging and busy environment.  
**HOURS:**  
Tuesday, Wednesday and Thursday evenings.  
**REQUIREMENTS:**  
- accurate minimum 50 w.p.m. typing  
- strong organizational skills  
- word processing/accounting experience (WANG) would be a definite asset  
- excellent interpersonal/telecommunication/public relation skills  
Salary is negotiable and will be based on candidate ability and experience. Resumes will be accepted up to and including Wednesday, March 4th at 4:30 p.m. to Crosby Memorial Community Centre, 210 Main Street, Unionville.

**MARKHAM**

**PART TIME DICTA TYPIST/RECEPTIONIST**  
Required immediately for insurance claims branch in the Town of Markham.  
Please contact  
Mr. C. Nichol  
BRANCH MANAGER  
294-2340

**PART TIME SECRETARY**  
With accurate typing, shorthand and strong organizational skills. Required 3-4 days a week plus one evening meeting.  
Please call  
HERITAGE/MARKHAM  
477-7000, Ext. 208

**SENIOR WORD PROCESSOR OPERATOR**  
SALARY TO 25K  
WORDSTAR/SYMPHONY PROGRAMS  
Required for small office in Richmond Hill, Leslie/Hwy 7. Excellent salary, fringe benefits, medical/dental plans etc.  
Contact Cheryl 731-1300 for interview

**SOFTWARE LIBRARIAN**  
Position exists for a Software Librarian. Duties will include word processor operation, backing up of computer files, file editing. Be familiar with or willing to learn the following:  
File manipulation (under the UNIX operating system), program compilation, Assembly and Version Control.  
Basic requirements are grade 12 education, 50 w.p.m. typing, familiarity with word processing and must have organizational skills.  
Please call Charlotte Munro  
TIE Communication Canada Inc.  
475-5577

**SENIOR WORD PROCESSOR OPERATOR**  
SALARY TO 25K  
Wordstar/Symphony programs required for small office in Richmond Hill, Leslie/Hwy. 7. Excellent salary/fringe benefits/medical/dental plans etc.  
Contact Cheryl 731-1300 for interview.

**525**

The Town of Markham has an immediate opening for an experienced and skilled:  
**Secretary**  
to provide executive and confidential secretarial services to the Building Director. Your responsibilities will include maintaining current and accurate council, committee and personnel records, coordinating travel arrangements and preparing financial data documentation. Your background should include a minimum of 5 years' (preferably senior) secretarial experience, with academic certification or the equivalent experience. Strong skills, including WANG or similar shorthand and dicta-phone, are required. Excellent communication, organization and interpersonal skills are a must, and experience handling confidential material is preferred. The 1986 salary range for this position was \$19,860-\$23,262. Please apply, on or before March 10, 1987, to: Department of Human Resources, 8911 Woodbine Avenue, Markham, Ontario L3R 1A1.

**MARKHAM**

  
**EXECUTIVE RECEPTIONIST TO \$18K**  
Large Markham Company is immediately looking for a professional individual to greet clients and executives in a polished reception area. You must be flexible to pitch in with a variety of duties and able to start right away.  
PLEASE CALL  
ANNE OR DEBBIE  
492-8502  
**HUNT PERSONNEL**

**WORD PROCESSING OPERATOR**  
With good typing skills required to work in a full or part-time basis for a well established consulting firm in the Markham/Unionville area. Experience on I.B.M. pc with w.p. software: (Microsoft word or similar). Grade 12 minimum. Call for appointment between 10 a.m. - 4:30 p.m.  
477-8400

**EXCELLENT OPPORTUNITY \$13-\$15K**  
Are you looking for your first full-time office position? Have you just finished high school and would like the opportunity to put your accounting course and knowledge of a keyboard to good offering an excellent chance for you to start in an entry level position and fully trained. If you have excellent communication skills, a good figure aptitude and an eagerness to learn, then this is an ideal way to start your career off NOW! Call Cheryl at 493-6880 or Carole at 296-0952.  
THESE AND OTHER POSITIONS AVAILABLE NOW  
EVENING APPOINTMENTS ARRANGED  
**DRAKE OFFICE OVERLOAD**

**FILE CLERK**  
Markham Village Insurance Broker requires full-time clerk for filing and mail duties.  
Apply to  
Richard Shallhorn  
294-0722

**FULL TIME CLERK**  
required  
For general office duties. Some typing skills an asset. Located in the Hwy. #7/ Woodbine area.  
Contact  
Doug Bastedo  
477-0030

**Skilled & Technical Help 515**