

General Help 510

THE WINDMILLS GOLF CLUB
requires
FULL AND PART TIME HELP
For Snack Bar and Club House duties

All applicants must be 18 years of age or over, own transportation and willing to work shifts.

Call noon to 4 p.m.
Monday - Friday
Ask for Marianne
887-9342

Location: Kennedy Road & 2 1/2 miles north of Major McKenzie.

WAREHOUSE HELP

- Pickers
- Packers
- Order Checkers
- Fork Lift/Truck Driver

Vicinity of Hwy. #404 and #7

881-0704

WHITEVALE GOLF CLUB
Greens Department

Is accepting applications for both seasonal help and university students seeking employment.

Call Art
294-2512

Warehouse Person

Position available for general warehouse work, shipping and receiving, some heavy lifting necessary, various packaging assignments

Salary commensurate with experience.

881-7025 Danny

YOUNG, energetic, reliable men required for general labour. Good pay to start. Call 640-2366 anytime.

Skilled & Technical Help 515

EXPERIENCED JET PRESS OPERATOR/ADJUSTER
wanted

Experience on Halm jet press
Dayshift available

Call Ron
294-3700

Skilled & Technical Help 515

CANADA BUILDING MATERIALS COMPANY

- New plant in Oshawa requires
- 1 Mechanic with "A" licence
 - 1 Mechanic Helper
 - 1 Welder, CSA approved

All applications must be in writing, and receiving by March 24.

Send applications to
Plant Manager
Canada Building Materials Company
40 Wilson Avenue, Box 24
Belleville, Ontario K8N 4Z9

DRIVER JOB TRAINING & PLACEMENT HELP

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

SEARS

PROMENADE MALL

Requires

Class "A" Mechanic

Domestic and Import car experience.

Excellent remuneration based on incentive program.

Benefits include 15% personal discount, training, uniform, health and dental plan.

Apply in person to Personnel Office, between 9:30 and 5 pm, at the Promenade Mall.

Office Help 525

BUILDERS OFFICE

In Markham requires efficient person, fluent in English with good typing skills for general office duties.

Contact
GLORIA

477-7609

Bookkeeper/
Typist

Experience to P & L statement for Construction Company at Bayview/Hwy. 7. Resume required.

731-4588

OFFICE HELP REQUIRED

Typing skills and good phone manner. Markham area.

475-6432

Office Help 525

Allstate

FULL TIME JOB OPPORTUNITIES

We have entry level clerical positions in our New Markham Head Office.

Qualified candidates should have:

- High School Diploma
- Minimum typing speed of 35 w.p.m.

Allstate can offer competitive salaries, a full range of company benefits including profit sharing, plus opportunities for future advancement. Interested applicants, please call:

Helen Sirenko
475-4321

ALLSTATE INSURANCE COMPANY OF CANADA

Temporary Opportunities

If you enjoy either short or long-term assignments, then the American Express Temporary Pool has opportunities for you!

We have openings for Secretaries and Clerical Staff... and some of these assignments may lead to permanent employment.

If you have good clerical skills... accurate typing... a professional telephone manner... and... above all, personal high standards, please submit your resume or drop in and complete an application at:



American Express Canada, Inc.
101 McNabb Street
Markham, Ontario
L3R 4H8
(Warden Ave. north of Steeles)

Allstate PART-TIME SUPERVISOR

We have an opening at our Markham Head Office for an individual to work 4 p.m. - 8:30 p.m., Monday to Thursday supervising a unit of part-time people.

Qualified candidates will have supervisory experience and be able to work well independently. Bilingual (French/English) preferred.

Interested applicants please call:

BRENDA THOMPSON
475-4475

RECEPTIONIST PERMANENT/PART TIME EXPERIENCED

Days and Evenings
Word processing an asset

Call
Judy Atkinson
298-3113

RECEPTIONIST

SL1 console experience required for firm in Richmond Hill area.

Pleasant outgoing personality and neat appearance.

Own transportation required.

For interview
Call
Julie

764-2036

LEGAL SECRETARY

Required for Markham Law Firm. Knowledge of Word Processor beneficial.

Please Call
GAMBLE AND GABE
479-1900

Office Help 525

CLERK/TYPIST

We have 3 excellent opportunities in the Markham area. We offer you top rates and benefits! If you have general office experience, typing 40 wpm.

Call JANET

733-4665

OFFICE ASSISTANCE

RECEPTIONIST/TYPIST

We require a Pleasant, Organized Receptionist with good typing skills.

Forward a resume to
W. Carney & Company Inc.
Box 4235

Economist & Sun
9 Heritage Road
Markham, Ontario
L3P 1M3

Bookkeeper

Experienced in all areas of Bookkeeping to trial balance.

Some typing needed. Computer experience an asset. Own transportation.

Send resume with salary requirements:

J.R. Anderson
Agencies Ltd.
2900 John St., Unit C
Markham, Ontario
L3R 5G3



LEARN NEW WORD PROCESSING!

- Completed a Word Processing Course?
 - Desired to learn other machines?
- We will provide training while you earn \$\$. Long or short term commitment.

PLEASE CALL
ANNE OR DEBBIE
492-8502



DATA ENTRY OPERATOR
Required Immediately

On computerized systems, accounts receivable, good telephone manner a must. Various office duties. Benefits, car necessary. Markham.

475-6777



SWITCHBOARD OPERATOR

We are looking for a well organized person with previous SL1 experience to handle our main switchboard.

Some computer terminal duties will also be assigned.

475-8048