

General Help 510

Skilled & Technical Help 515

Office Help

CHECK YOUR ADS FOR ACCURACY ON THE FIRST DAY

The Markham Economist & Sun cannot be responsible for the cost of more than one incorrect insertion. Any errors in the Classified Ads Section should be called to the attention of the Classified Department on the first day of publication.

Call 294-2200

CANO STRUCTURES INC.

Builder of an innovative wall system requires:

PLANT ASSEMBLERS

Carpentry skills an asset. Company benefits and bonus package.

Apply 3-5 p.m. Monday-Friday
140 Riviera Drive
Markham, Ontario

Construction Equipment Operators

Graders, Trim Dozers, etc., Beamish Construction, 889-1191

DAYCARE HELP

E.C.E. TEACHERS or teachers in training, & ASSISTANT TEACHERS & Occasional SUPPLY TEACHERS Full & Part Time
Claremont
649-2315 or 649-3234

DUCHESS OF MARKHAM requires **LUNCH TIME WAITERS/WAITRESSES** for **PATIO**

Call Allan Bell 294-3181

Dairy Queen

COUNTER HELP NEEDED FOR EVENINGS & WEEKENDS

Salary based on experience with regular reviews.

APPLY IN PERSON WEEKDAYS ONLY

2 pm - 4:30 pm
10 Wellington St. E. (Markham Rd. & Hwy. 7 Markham)

EXPERIENCED SEWING MACHINE OPERATOR NEEDED

Kennedy and Steeles area
Please call at 479-6196 (Ask for Laura)

EQUESTRIAN CENTRE (Ballantrae)

Requires part time groom. Experience necessary.
640-2973 or 640-5831

DRIVER JOB TRAINING & PLACEMENT HELP

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

Feeder

4 Colour 25 in. Heidelberg required by growing company in Richmond Hill.

Call David or Derrick, 883-3700

MECHANIC

Diesel engine and farm equipment experience required. Company benefits package. Position to be filled immediately.

BISHOP TRACTOR & EQUIPMENT LTD.
Queensville
478-4257

MEADOWBROOK GOLF CLUB requires **COURSE MAINTENANCE STAFF**

Call 887-9447

Wee Watch Private Home Day Care

We are presently seeking warm, caring, responsible people to provide daycare to infants, toddlers, pre-school/school-aged children. Excellent remuneration & benefits.
479-4274

Now operating in Pickering

Office Help 525

RECEPTIONIST

Reliable. Excellent phone manner and typing skills essential. Word processing an asset.

Woodbine/Steeles.
475-6900

PRODUCTION CONTROL INVENTORY ASSISTANT

2-3 years experience of scheduling and inventory control in light electronic manufacturing. Knowledge of Lotus, typing, Capic enrollment are assets. Excellent benefits in a non-smoking environment.

Send resume to: Telepanel Inc., 245 Riviera Dr., Markham, Ont. L3R 5J9.

ELECTRONIC ASSEMBLERS

1-3 years of P.C.B assembly experience hand soldering skills. Send resume to:

Telepanel Inc.
245 Riviera Dr.
Markham, Ont.
L3R 5J9

20 years of placing people

CLERK TYPIST MARKHAM

Are you an outgoing, hard working individual looking for that foot in the door? We have an entry level, clerk typist position for a bright pitch-in person to perform general office duties and invoice typing. Good growth potential and benefits.

Call Anne or Debbie 477-7557

HUNT PERSONNEL

CLERK/TYPIST Experienced

Markham Road and Steeles area, accurate typing and aptitude for figures. Duties to include general office work. Must have own transportation. Please call:

293-4161
CEDARBRAE GOLF AND COUNTRY CLUB
- 9 am - 4:30 pm

ACCOUNTS RECEIVABLE

Markham firm (Steeles and Woodbine) requires a mature, experienced individual to work in a computerized accounting environment.

For an appointment call:
475-9126

PharmaCommunications Ltd. a local marketing & advertising firm requires the services of a **PERMANENT PART TIME ACCOUNTING CLERK**

This position is in the Hwy 48 & 7 area and would involve 2 work days per week

For further information please call Judi at 471-1289 (This is a non-smoking office)

EDITORIAL MARKETING ASSISTANT

Position in Trade Editorial and Library Services Department. Requires good typing and general office skills, including developed organizational and people skills. Ability to use initiative and imagination an absolute necessity. Minimum grade 13 requires.

Please apply in writing to Helen Heller, Editor in Chief. FITZHENRY & WHITESIDE
195 Allstate Parkway
Markham, Ontario L3R 4T8

PROPERTY MANAGEMENT SECRETARY

Due to the rapid and on-going growth of our Shopping Centre Group in Canada, we are seeking an energetic, versatile individual to work with minimum supervision in a busy environment.

Bilingualism would be an asset. Please forward detailed resume to:

First City Shopping Centre Group
2851 John St., Suite #1
Markham, Ontario L3R 5R7
Attention: J. Donkervoort

PERSON FRIDAY

Required for expanding construction firm. Emphasis on accounting. Great advancement potential.

Call Julie
On Thursday April 16
477-7609

Clerical Position

Fast growing record company, in Woodbine/Hwy. 7 area offers junior position to assist in Purchasing and Sales Departments. Accurate typing (40-50 wpm.) and communication skills required.

We offer full benefits willing to train

Call Now! 477-5600
DAN LE ROCHE

Insurance Office

An aggressive, rapidly growing insurance brokerage has the following career opportunities available to experienced insurance personnel:

Commercial Servicer/Marketer
5 years (plus) experience.

Personal Lines CSR
3 years (plus) experience.

We offer excellent salary and benefits and a pleasant working environment.

Please contact Linda Handy,
Cosburn, Griffiths & Brandham
Insurance Brokers,
1 Valleywood Drive, Suite 200,
Markham, Ontario L3R 5L9

479-6670

PERSON FRIDAY

Full Time
Monday-Friday
9 a.m. - 5 p.m.

To handle telephone orders. Must type. Knowledge of computers would be an asset.

Call Sylvia 471-4312

PART TIME OFFICE RECEPTIONIST

required mornings and some afternoons. Experience in Veterinary Clinic or working with animals an asset.

Please contact Dr. D.V. Way or Dr. K.J. Storinans, Markham Veterinary Clinic.
294-0522

20 years of placing people

TYPIST 3 DAYS/WEEK

Fabulous Markham Company needs a good typist/secretary to work Tues., Thurs. and Fri. — full days.

Large company. Beautiful surroundings.

Call ANNE or DEBBIE 477-7557

HUNT PERSONNEL

PERSON FRIDAY

Full Time
Monday-Friday
9 a.m. - 5 p.m.

To handle telephone orders. Must type. Knowledge of computers would be an asset.

Call Sylvia 471-4312

Family Trust FAMILY TRUST CORPORATION

ACCOUNTING CLERK

Duties will include: typing, computer input, assisting with mortgage funding and answering inquiries. Must have an aptitude for detail and a general knowledge of accounting. Non-smoking office.

Call LISA MILLER 294-1372 Ext. 257

ORDER PROCESSING CLERK

Junior position with a rapidly growing record company in Hwy. 7/Woodbine area: If you have good typing skills and an aptitude for accuracy, we offer a competitive salary and full benefits. Will train.

Call Now! 477-5600

PERSON FRIDAY

\$20,000 P.A. Range

Receptionist, secretary, limited bookkeeping. Highways 404 and 7 area.

Send resumes to **AUR-MARK HOLDINGS CO. LTD.**
Box 4245
Markham Economist & Sun
9 Heritage Road
Markham, Ontario L3P 1M3

RECEPTIONIST/CLERK TYPIST

Required for manufacturing plant in the Keele and #7 area. Duties will include hourly payroll.

669-1425

RECEPTIONIST/TYPIST

Our busy office requires an outgoing, hardworking individual who doesn't let pressure get the best of them. This position requires typing skills of 60 w.p.m., an aptitude for figures and detail and adaptability to any situation.

We offer an excellent benefit package/own transportation is required.

Call Pat Renshaw 888-1931

RECEPTIONIST BLAKE, CASSELS & GRAYDON

A large downtown law firm requires an experienced Receptionist for their new Markham area office.

A professional, team oriented individual interested in working in this developing branch is requested to send written application to the:

Personnel Manager
P.O. Box 25
Commerce Court West
Toronto, Ontario M5L 1A9

SENIOR WORD PROCESSING OPERATOR

SALARY TO 25K
WORDSTAR/SYMPHON/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

SWITCHBOARD/RECEPTIONIST

Required for national distributor. Must have pleasant personality and good telephone manners.

Duties to include light typing and other clerical duties.

Please submit resume to:

Box 4241
Markham Economist and Sun
9 Heritage Road,
Markham, Ontario L3P 1M3

We have immediate openings for:

- Receptionist/Typist — full-time.
- Receivables Clerk — permanent part-time. (Tuesday, Wednesday, Thursday).

Salary commensurate with experience. Please send resume in strictest confidence to:

Mrs. D. Brigstocke
FDW Computer Group
431 Alden Road, Unit 6
Markham, Ont. L3R 3L4

JR. RESEARCH ASST. - Beautiful offices, fast pace environment and outstanding advancement opportunities. The successful candidate needs minimum Grade 12, good typing skills, flexible attitude and an interest in learning IBM-PC. \$16-18,000.

W.P. SECRETARIES - Tired of the same routine? If so, we have several word processing secretarial positions for a take charge person who likes variety. \$18-20,000.

MAILROOM CLK. - This position has great potential for advancement. Duties include: mail distrib., relief switchboard, photocopying, etc. \$13,000.

DATA ENTRY/TYPIST - We need Data Entry Operators and good Typists for positions available now in the Markham area. \$15,000+.

ASST. TO CONTROLLER - Golden opportunity for 2nd or 3rd level CMA/CGA student. Start with A/R and Credit & Collection then move on to more senior responsibilities as Assistant to the Controller. \$18-20,000.

STAFF TRAINER - Take-up the challenge of training the internal staff of this rapidly expanding computer company. Training experience, aptitude for accounting & knowledge of word processing is necessary. \$24-\$30,000.

BROWNLEE PERSONNEL
Main St. Markham
471-6060

Receptionist Part-Time/Full-Time

TTS a leader in the interconnect industry requires a mature and experienced receptionist to work in our fast paced Markham service centre.

The position is available for either part-time or full-time employment depending on applicant response.

TTS offers a competitive salary and benefits package. Interested applicants should send resume to:

Personnel Administrator
Please quote reference number O-646-ME

Telecommunications Terminal Systems
123 Front St. W.
Suite 300
Toronto, Ont.
M5J 2M3

MEDICAL office help needed. Part time. 475-3121.