

Skilled & Technical Help

515

Office Help

BRICK LAYER
Experience required. Wanted for renovation work. Minimum 10 years experience. Experience in laying brick, block, tuck pointing and cement work. References and vehicle required.
887-9395
Call between 9 a.m. - 5 p.m.

Electronic Repair Person
The successful applicant should be a college graduate (Electronic Microprocessors), willing to work on rotating shifts. Should also be experienced on AC/DC drives and programmable controllers.
This is a challenging position with ample opportunity to participate in design and development of industrial electronics.
Excellent remuneration and benefits.
Those qualified please forward resume to: A. Manze, Industrial Relations Manager.
Crown Cork and Seal Canada Inc.,
7900 Keele St., Concord, Ontario L4K 2A3

EXPERIENCED CARPENTER
Wanted for renovation work. Minimum 10 years experience. Experience required. Rough, finish, trim and forming experience. References and vehicle required.
887-9395
Call between 9 a.m. - 5 p.m.

Maintenance Set-up
Dominion Automotive is a Canadian leader in the manufacture of automotive specialty parts.
You will be responsible for ensuring the efficient running of our assembly line and, specifically, for all special purpose assembly fixtures involving pneumatics and electronics.
An individual with Millwright, Electrician or Toolmaker training or papers, with knowledge of injection molding and automated painting machines.
We offer a competitive wage, comprehensive benefits. Please apply in writing Personnel Administrator, Dominion Automotive Industries Inc., 9760 Heron Rd., Ashburn, Ontario L0B 1A0.
No agencies please.

da DOMINION AUTOMOTIVE INDUSTRIES INC.

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

LICENSED MECHANIC
required immediately
Call 640-6838
Ask for Eric

MECHANIC
Fully experienced small engine mechanic for permanent position, required immediately. Richmond Hill area. Top salary for qualified person.
773-0354
or after 6 p.m.
852-5463

MEDICAL SECRETARY
McCowan-Steeles. G.P. office requires part-time secretary, Monday-Friday, 9 a.m.-1 p.m. Duties include appointment scheduling, typing, OHIP billing. 2 years experience required.
Call:
Mrs. White
292-0019
2 p.m.-5 p.m.

ADULT SUPPORT SERVICE WORKER
Duties:
To provide case management and advocacy services in Northern York Region to adults who are developmentally handicapped.
Qualifications:
B.S.W. or equivalent. Related experience and training in casework, program planning, supportive counselling and accessing a broad range of community resources.
Car essential.
Location: Sutton West, Ont.
Application: Please respond in writing by Friday, May 8, 1987 to:
Karen Hirstwood
York Support Services Network
P.O. Box 689
Sutton West, Ont.
L0E 1R0

RECEPTIONIST
Reliable. Excellent phone manner and typing skills essential. Word processing an asset.
Woodbine/Steeles.
475-6900

SWITCHBOARD OPERATOR/JR. ADMIN.
High technology growth company seeks Switchboard Operator/Jr. Admin. person. Under limited supervision, receives and relays incoming calls, greets company visitors, delivers mail, performs light clerical tasks such as typing, filing, operating telex and fax machines.
High school education or equivalent and excellent communication/organizational skills, in addition to 1 to 2 years experience.
Interested applicants are requested to contact:
Jo-Anne Miller at
299-4999

KeepRite Inc.
Canada's leading manufacturer of heating and air conditioning products immediately requires
INVOICE TYPIST
AND
INVOICE TYPIST/RECEPTIONIST
to fill a 6-8 month temporary position. Must have good typing skills and telephone manners. Strong possibility of advancing into a permanent position upon completion of this assignment.
Please contact: Mr. D. Prosser or Mr. K. Price
KeepRite Inc.
20 East Pearce St.
Richmond Hill
(Hwy. 7 and Leslie)
731-6980

DATA ENTRY OPERATOR
Required for fast-growing electronic company in Markham. Candidates must have computer input experience, preferably with Accpac software, some accounting background, pleasant telephone manner and possess good organizational skills.
We offer an excellent benefit package and a very pleasant atmosphere.
Please send your resume in confidence to:
Mrs. Ute Price
Denon Canada Inc.
17 Denison Street
Markham, Ontario L3R 1B5
No Phone Calls Please

PAYROLL CLERK
Markham manufacturing company has an immediate opening for an intermediate payroll clerk. Must be experienced on computerized system, preferably IBM-PC. Good salary and 100% benefits. Apply in person at:
C & M PRODUCTS LTD.
189 Bullock Drive, Markham
(No phone calls please)

RECEPTIONIST
Unionville Office
3 Afternoon/Evenings Per Week
Leave Message
294-8916

BE A WINNER

EARN \$250.00 "DRAKE DOLLARS"
by registering with Drake Office Overload
We are offering long & short term assignments for:

- Word Processors
- Executive Secretaries
- Dicta Secretaries
- Statistical Typists
- Clerk Typists
- Switchboard/Receptionists
- Senior Clerks
- Data Entry Operators

POSITIONS NOW AVAILABLE!
Call Carol Ann Sullivan
471-8553
27 Wellington Street West
2nd Floor
Markham, Ontario L3P 1A3

DRAKE OFFICE OVERLOAD

WITH DRAKE

EMERALD HILLS GOLF CLUB
Requires for their NEW FACILITY

- HOSTESS/HOST
- PRO SHOP SALES CLERK
- BAR HELP
- BUS PERSONS
- CLEANING STAFF
- WAITRESSES/WAITERS
- SHORT ORDER CLERK
- KITCHEN STAFF
- SNACK BAR HELP
- COURSE MAINTENANCE

Call for interview: **888-1100**
All Positions, Full & Part-Time, to start in MAY

RECEPTIONIST/TYPIST
Required by OE Inc., furniture division.
Good typing skills and pleasant telephone manner.
Denison/Woodbine area
Call: Dorothy Tennyson
491-9330 Ext. 211

RECEPTIONIST
Are you receptive to:
• Top pay rates
• Excellent benefit package
• Terrific temporary assignments
• Bonus gifts and more!
CALL JANET TODAY
733-4665
OFFICE ASSISTANCE

SUN WORSHIPPERS
Work temporary this spring for OFFICE ASSISTANCE and work part-time on that tan! That's right, our North York branch is bursting with terrific temporary assignments. Clerk/typists, receptionists, and switchboard operators.
CALL JANET TODAY
733-4665
See you on the beach!

PART TIME DENTAL RECEPTIONIST
required
477-6650

CLERK Temporary
Required full-time until September for the Head Office of a large retail drug store chain, located at Keele-Hwy. No. 7
Candidates should have a minimum of 45 wpm., typing ability.
For more information call E. McGrail.
669-4900

FULL TIME CLERK TYPIST
Markham location
Rapidly growing French fragrance distributor is looking for enthusiastic personality to perform a variety of office tasks.
Computer terminal experience an asset. Position is demanding and requires genuine commitment, but has definite opportunity for advancement. Call:
477-3622

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