

RETURNING TO THE WORK FORCE?

WARDEN/STEELES area

We have a variety of positions to meet expanding needs that would require good clerical skills and some with good typing skills. If you have Grade 12 education, and some work experience we would be interested in discussing these opportunities with you. We will train on computer terminals. We offer a good starting salary, excellent benefits and flex time.

A.C. NIELSEN CO OF CANADA LTD.
160 McNABB STREET
MARKHAM, ONTARIO
L3R 4S8
475-8048

MAYFAIR EAST RACQUET CLUB

Has the following positions available:

FULL & PART-TIME RECEPTIONISTS
and
FULL-TIME BABYSITTER

Call 475-8833

OFFICE CLERK

Required immediately. Duties include: telephone answering, order taking, filing, typing and general office duties. Salary commensurate with experience plus benefits.

Contact Laurie
881-3100

ORDER PROCESSOR

Must have aptitude for figures. For an appointment call:

TERRI, 475-7762

RECEPTIONIST TYPIST

A progressive Markham company is looking for a responsible, self-motivated, career-minded person. Experience an asset but willing to train. Salary plus benefits.

CALL JACKIE PECK 477-6757

WANTED PERSON FRIDAY

Salariatd position, typing minimum 50 w.p.m., good telephone manner, organizational skills a must - starting for Aug. 24th.

Contact
MR. HOWE 477-7460

INSURANCE COMPANY REQUIRES

An accounts payable person. Must be accurate with figures, some typing required.
Esna Pk. Dr. & Steeles area.

CALL ROSE 475-7313

Junior Computer Operator

An opening exists for a Junior Operator on an I.B.M. System 38, located in the Richmond Hill area. Applicants must possess a diploma in Data Processing from a recognized Community College and be willing to work shift work, including Saturdays. Please submit a resume in confidence to: **Box 17, c/o The Liberal, Box 390, Richmond Hill, Ontario, L4C 3C9**

JUNIOR SECRETARY

General office duties, telex, fax etc. 50 w.p.m. typing a must. Will train on computer. Located in Markham on Riviera Drive, Woodbine/John St. (Esna Park area). Immediate.

470-2676

JOHNSTON & DANIEL LIMITED REALTY
THE STANDARD OF EXCELLENCE

RECEPTIONIST/ TYPIST

Experienced
Part time

For Real Estate office
Weeks nights
\$7.00/hour
477-0075

JUNIOR CLERK TYPIST

We need well organized, junior level, clerk typists with good typing skills and good written and verbal communication skills to assume entry level secretarial positions in various departments. If your typing skills are 40-50 w.p.m. and you have a Grade 12 education, please call:

475-8048

LAW OFFICE requires SECRETARY

Some dicta or shorthand would be useful. Sense of humour and willingness to learn is more important than experience. Three days a week to start with possibility of full time if desired.

477-5151-95

RECEPTIONIST

Must be people oriented with: phone experience, typing and general office skills.

This candidate must be self-motivated to aid in this dynamic company's expansion.

Midland and Finch.

Contact Dina
297-7377

Senior Bookkeeper

Required for non-smoking office. Computer experience an asset. Must be able to deal with the public. Please send resume and salary expectations to:
Box 17 c/o The Liberal
Box 390, Richmond Hill, Ont.
L4C 4Y6

Payroll Department of a large Construction Company in Keele/Hwy. 7 area requires:

EXPERIENCED PAYROLL CLERK

Excellent company benefits available. A real challenge for any responsible individual. Please contact:

Mr. Kirsh 669-5400

FULL & PART TIME

Help wanted for ladies fashion store in Markville Mall.

477-6766

RETAIL ACCOUNT EXECUTIVE

For Lifestyle magazine publication. We're looking for a creative, outgoing sales representative with some previous experience in magazine sales. Full time and freelance positions available. Interested candidates should contact:

Jacqueline Wilson at
292-8491

GREEN GABLES MANOR

Has an immediate opening for a Nurse's Aide. Prior experience not necessary. We will train. Contact: Mrs. Barbara Peacock.
640-1310

GREEN GABLES MANOR

Requires an R.N. or R.N.A. with medication course. Competitive salary and benefits.

Call Barbara Peacock
Director of Care
at 640-1310

MICROBITS

Canada's leading direct marketer of micro computer supplies and accessories has an immediate opening for 2 inside sales representatives. Sales experience required. Micro computer knowledge an asset. We offer a professional environment plus an excellent compensation and benefits package. Location - Markham. If you have a high energy level, an assertive personality and excellent communication skills, please call:

MR. JUKES - 477-8184

NEW YORK WINDOW FASHION FOR THE MOST DISCRIMINATING TASTES

SALES

Due to expansion we now have immediate inside & outside positions available. We offer a full range of company benefits - income commensurate with experience.

Call **VALERIE STAPLEY** for an interview

471-8100

JOIN A WINNING ORGANIZATION

We are looking for bright, personable, energetic people to join our expanding national fashion chain. If you are career minded, have a professional attitude and are capable of doing a good job...see us today.

Apply in person at
DAPPER DAN
Markville Mall

MATURE MUSIC TEACHERS

Wanted to teach piano, organ, vocal, guitar, & flute in Markham

The Music Stand

Contact Judy or Sherril at
THE MUSIC STAND

294-4603 **291-2662**

Livingwater RESTAURANT & CAKE GALLERY

Planing Mill
139 Main St., Unionville

Summer is rapidly coming to its end, and we are now hiring full-time positions for the following:

- BAKER
- WAITING STAFF
- DISHWASHER
- RETAIL HELP
- BUS PERSON

We offer an excellent working environment, wages above industry standards, and flexible hours.

If interested please call:
Gary or Dean 474-1645 479-8310
or apply in person between 3-5 p.m.