

Careers 505

GROWTH OPPORTUNITIES

KEEPRITE INC., leading Canadian manufacturer of heating, refrigeration and air conditioning products has several openings in their new National Distribution Centre soon to be opened in Richmond Hill (Beaver Creek Business Park, Hwy. 7 & 404)

TRAFFIC & PRODUCT CONVERSION CO-ORDINATOR

This position offers a real challenge to the recent college graduate of physical distribution-related course (or equivalent experience in the traffic function) who wishes to expand his/her horizons in the supervisory area through supervision of a small product conversion group.

PRODUCT CONVERSION TECHNICIAN (2)

Will be especially suited to the recent heating/air conditioning technical graduate (or equivalent field experience). Gas Fitter 1 Certificate a definite asset.

SECRETARY/ADMINISTRATIVE ASSISTANT

Reporting to the Manager, Physical Distribution, this "person-Friday" will be self-motivated with strong secretarial skills plus some computer operation/data entry familiarity.

WAREHOUSE ASSISTANT (3)

Shipping, receiving and lift truck experience a definite asset for this position, but a positive attitude and a healthy work ethic are highest priorities.

KeepRite is an equal opportunity employer offering a competitive compensation package. All positions are available immediately.

Interested applicants should submit their detailed resume, in confidence to:

KeepRite Inc.
Division of Inter-City Gas Corporation
20 East Pearce Street
Richmond Hill, Ontario L4B 1B7
Attn. Mr. William Newitt



KEEPRITE INC.
DIVISION OF INTER-CITY GAS CORPORATION

General Help



MARKHAM BUSINESS & PERSONNEL SERVICES

OUR CLIENTS URGENTLY REQUIRE THE FOLLOWING PERSONNEL:

RECEPTIONIST/TYPIST, With an interest in accounting for a growth position in Markham: Relaxed friendly atmosphere, good starting salary. Opportunity to train on computer.

PERMANENT PART-TIME, (4 hours per day) Good typist to train on text, very casual environment.

INTERMEDIATE SECRETARY, With fast accurate typing, good telephone manner, Concord area. \$17 Plus to start.

A/P CLERK, With computerized accounting experience. Beaver Creek area. Good starting salary and benefits.

A/R CREDIT/COLLECTIONS CLERK, With MCI certification or equivalent to handle this very responsible position within the Markham branch with this very progressive company. Computerized system - will train. Excellent benefits. \$20 Plus.

LIGHT INDUSTRIAL HELPERS, Wear Your Blue Jeans to Work!

NEW Typing Needs? We Offer Fast Accurate Typing Services At Competitive Rates!

764-3845

Micro Computer (Technical Support)

The successful applicant reporting to the manager of information systems, will be responsible for the co-ordinating and support of administrative micro computer applications throughout the board.

Duties

- Provide the technical micro computer support to administrative staff.
- Co-ordinate and purchase new micro computer hardware and software.
- Set-up new hardware system, including interfacing of peripherals, make repairs to equipment and send out equipment for repairs.
- Evaluate and implement new administrative micro computer software as required.
- Prepare and maintain inventory of micro computer hardware and software.

Qualifications

- Post secondary education in computer technology.
- Practical working experience with micro computer IBM PC and APPLE preferred.
- Strong interpersonal skills, good organizational ability and good written and communicational skills required.
- Must have access to own transportation.

Salary Range

\$24,000 to \$34,000

Written applications containing a complete resume will be received until November 17th, 1987 to the attention of



21 Dundas Street, Richmond Hill Ont. L4C 2M6. Attention Human Resources.

WAREHOUSE HELP

Energetic warehouse staff are required to fill various positions.

Must be hardworking and reliable. Experience in receiving, order picking and packing preferred. Forklift experience an asset. Leslie/Hwy. #7 - most positions available in 2nd shift; 3 p.m. - 11 p.m. daily.

CALL 881-0704 (9 am - 5 pm daily)

WANTED

1 energetic self motivated person with mechanical aptitude to work in parts department.

Interested person please submit resume to:

HUTCHINSON FARM SUPPLY LTD.
640-2692

WANTED

1 Energetic, Self-motivated Sales Representative willing to learn the John Deere Product. Interested person please submit resume to:

HUTCHINSON FARM SUPPLY LTD.
640-2692

WANTED

Bright person to work in hectic computer-environment in Markham. Car useful. No previous computer experience required.

CALL ROBBIE 477-4611

WANTED

10 PERM. PART TIME DRIVERS

5 days/week. Starting rate \$8.75 hour. Requirements include handling of people.

Positions available for:

MARKHAM, UNIONVILLE & THORNHILL
CALL PAT 470-1131

Transportation Officer

Duties

- To assist in the arranging of transportation need in accordance with board policy and procedures.
- To assist the Controller of Transportation in establishing bus routes in accordance with board policy.
- Co-ordinating the transportation for special education programs, as directed by the Controller of Transportation.
- Investigating and instating changes to present routes as required.
- To assist in preparation of grant form.
- Carry out other duties assigned.

Qualifications

- Minimum of 5 years experience in the school bus operations.
- Excellent interpersonal skills.
- Good organizational skills.
- Willing to work flexible hours.
- Must have vehicle and clean driving record.

Salary Range

\$23,000 to \$32,000. Applications will be accepted until November 13th, 1987 and should be forwarded to the attention of



21 Dundas Street, Richmond Hill, Ont. L4C 2M6. Attention Human Resources.

Financial Accountant

Uxbridge

Dominion Automotive Industries Inc. is a Canadian-owned and operated manufacturer of automotive specialty parts. This opportunity will see you responsible for the preparation of journal entries, the maintenance and analysis of G/L accounts, monthly bank reconciliation, interaction with bank personnel and sales tax calculations.

You must have a recognized post secondary accounting degree/certificate or be enrolled in a professional accounting program. A minimum of three years' exposure in a computerized environment is mandatory while previous experience in a manufacturing set-up would be considered a definite asset.

To apply, please send a detailed resume, in confidence, to: Accounting Manager, Dominion Automotive Industries, 141 Reach Road, Uxbridge, Ontario L0C 1K0.

da DOMINION AUTOMOTIVE INDUSTRIES INC.



NEED A CHALLENGE? CONSIDER A CAREER IN REAL ESTATE

Obtain complete information on: Government education, Family Trust Sales training, income opportunities by calling:

- Leslie Cavender Markham 294-1372
- Linda Killackey Unionville 477-1270
- Tony Voutsinos Richmond Hill 884-8183
- Gabrielle Poschar Stouffville 640-2082
- Gerry Michael Uxbridge 852-3443
- Margaret Niven Milliken Mills 297-1335

General Help 510

CLASSICOMM Installation Clerk

In our sales department.

Duties include, computer input, installation scheduling and pay T.V. pick-up centre.

Excellent benefit package.

Please Call **Georgie Wiggins** 884-8111

UNIONVILLE PONTIAC • BUICK • G.M.C.

Is growing and we have the following positions available

- SERVICE ADVISER
 - CLASS "A" MECHANIC
- CALL FOR APPOINTMENT **JOHN JAMIESON 477-1666**

MAINTENANCE PERSON
Wanted for Poultry Processing Plant. Experience in equipment maintenance essential. Good hourly rate commensurate with experience. Excellent benefits. Apply immediately! **King Cole Ducks Ltd. 895-9461**

General Help 510

CARPENTER/Carpenter's helper required. Phone evenings, 640-4366.

CLEAN-UP PERSON

Full-time position, driver's licence required. For busy body shop in Markham. **294-3443**

CAFETERIA HELP
Steeles/Warden Area
10 a.m. - 2 p.m.
\$7 per hour
Excellent Conditions
Call 252-6251

10 PACKAGING JOBS

- Leslie & Hwy. #7 area
- Hours: 8:30 A.M.-5:00 P.M.
- Picking & packing small parts
- Packaging warranty cards
- Long term & short term jobs available now.

20 GENERAL LABOURERS

- Some heavy lifting
- Safety shoes helpful
- Hours: 8:30 a.m.-5:15 p.m.
- Leslie & Hwy. #7 area

EARN AN EXTRA \$25.00 AFTER YOUR FIRST 40 HOURS WORKED

CALL TODAY: WORK TOMORROW

Call Angela or drop in today 471-7707 or 889-4130

VILLAGE SHOPPES
70A Main Street North, Markham



Temporary Services, Ltd.
Formerly Preferred Personnel

COME IN AND JOIN THE CREW



At McDonald's our flexible schedule will give you the free time you need to accommodate school or other interests, but, flexible schedule isn't the only reason to take a look at McDonald's.

Consider our competitive wages with a regular merit increase and advancement potential as well as the opportunity to meet new people and participate in our outings and social events.

All the right reasons are here.

Come in and talk to: **NEIL HETHERINGTON**

Hwy. 7 at McCowan Rd.

DISHWASHER FULL TIME EVENINGS RESTAURANT - UNIONVILLE AREA 479-2001

ASSEMBLERS

Light work, will train suitable persons. \$5.50 per hour to start. Location Woodbine Ave. and Stouffville Road.

SHIPPER/RECEIVER

Must have minimum 2 years experience. Call for appointment. **888-1965**

BLOOMINGDALE'S Fine Continental Restaurant & its Lounge Bacchantes

is opening soon in The Old Davis Tannery Centre. A warm and personal ambience in an extraordinary setting. If you enjoy working in a luxurious and unique atmosphere and can provide a high standard of quality service, we have an opportunity for you to grow with us. Now hiring FULL & PART-TIME positions.

WAITERS/WAITRESSES

Fine dining experience/cocktail service

BARTENDERS

Experience preferred

DOOR PERSON SOUS CHEFS

COOKS BUS PERSONS

& DISHWASHERS

Apply in person Wed., Nov. 4, Thurs., Nov. 5, Fri., Nov. 6 between 4 p.m. and 7 p.m. to the 1st Floor, southwest corner of The Old Davis Tannery.

465 DAVIS DRIVE

NEWMARKET

TOW TRUCK DRIVERS

required immediately

Reliable, responsible, tow truck drivers required. Must have excellent driving record.

Part-time and full-time positions available. Good wages.

Call for interview

294-2422

BUDGET TOWING SERVICES

21 Dundas Street, Richmond Hill, Ont. L4C 2M6. Attention Human Resources.