

Office Help

525

Sales Help & Agents

530

Hospital, Medical, Dental

535

INVOICE TYPIST/RECEPTIONIST

Required for busy distribution office in Markham area. Must have good typing skills and fluent in English. Own transportation required. Hours: 8:30 am to 4:30 pm. Competitive salary and excellent benefit package.

CALL 474-0665

JUNIOR WORD PROCESSOR

Required immediately

Experience on the "Word Perfect system" is essential. Interested applicants can submit their resumes to:

Box #4233
c/o Markham Economist & Sun
9 Heritage Road
Markham L3P 1M3

CLERICAL POSITION

Full-time position in Gormley with School Bus Company to handle the following duties:

- Telephone Reception
- Charter Quoting
- Computerized Invoices
- Billing/Filing
- General Office Duties

Applicants should possess good typing skills and have a pleasant telephone manner. Knowledge of York Region an asset. Company benefits.

Please call Alberta Wrtiuk
888-1838

TRAVEL CONSULTANT

Our Markham client requires experienced travel consultant for busy corporate office. RESERVEC and SABRE an asset. Excellent salary.

Call MARCIE
LMR CONSULTANTS
764-0488

NORTH MARKHAM HONDA
requires
SALES REPRESENTATIVE

Apply in person
4611 Hwy. #7 East
Unionville
477-2451

DENTAL HYGIENIST

Required for family practice in Markham. Four days per week. Please reply to:

DR. W. MURPHY
294-3852

DIRECTOR OF NURSING

B.Sc.N., an Ontario certificate of competence. Experience in geriatric nursing administration skills. Ability to train and supervise. Preference to candidates with certificate in Nursing Administration. Knowledge of Latvian language is an asset.

Applicants are invited to forward resumes to:

Dr. J. Lulis
KRISTUS DARZS
HOME FOR THE AGED
11290 Pinevalley Dr.
Woodbridge, Ontario
L4L 1A6

GREEN GABLES MANOR

Has part time openings for Nurses Aides. Some shifts are 1/2 shifts - days or evenings. Some shifts are full in evenings or night time slots. Phone Barbara Peacock:

640-1310

COMMISSION SALES PEOPLE

Retail store requires Outside Sales People for permanent position.

Call 479-9154

KIDSMART

PART-TIME DAYS POSITION AVAILABLE

Kidsmart is a division of one of Canada's largest retailers, specializing in children's clothing. We are currently looking for an enthusiastic, part time sales person for our store in the Markham SuperCentre.

The ideal candidate should have a pleasant personality. If you are interested please apply in person with a resume to this location.

Apply in person
Markham SuperCentre
1661 Denison Street, Unit #236
Attention: Joanne Woodgate

COMMISSION SALES PEOPLE

Retail store requires Outside Sales People for permanent position.

Call 479-9154

HEALTH CARE AIDS NEEDED

For Markham area.

Please call:
427-8659
(Collect)

Hospital, Medical, Dental

535

WORK WITH SENIORS HEALTH CARE AIDES

Required for part-time weekend position, evening and night shifts.

Please call Donna Barudzija D.O.N.

477-2822



PARKVIEW HOME
requires

NURSING AIDES

We will provide:

- * a thorough orientation
- * a complete benefit package
- * shift differential payment

Interested persons apply at:
Reception Desk
481 Rupert Ave.,
Stouffville, Ont.
L4A 1T7
640-1911

R.N.A.'S
required

Full and/or part time evenings. Phone:
Barbara Peacock D. R.C.
640-1310

HOME FOR THE AGED UNIONVILLE

Staff Positions Available
ADJUVANT
(With certificate)

Interested in working with the elderly that are physically or mentally impaired. Hours 8 a.m. - 4 p.m.

HOUSEKEEPING

Interested in working with the elderly in providing daily house-keeping service. Hours 7:30 a.m. - 3:30 p.m.

Salary and benefits discussed at interview.

477-3838

Bethany Lodge

PIZZA DELIGHT

Unionville

requires

Serving Personal

475-7377

Wages and hours negotiable. Advancement opportunities.

REGISTERED NURSES

Full & Part-time

HOUSEKEEPER

Full & Part-time

LAUNDRY CO-ORDINATOR

Full-time

REGISTERED NURSES

Full & Part-Time

HOUSEKEEPER

Full & Part-Time

REGISTERED NURSES

Full-time

KRISTUS DARZS HOME FOR THE AGED

Maple, Area

Please Call:

832-3300

(more classifieds on C-22)

INSURANCE BROKER
Warden / Steeles

Rapidly expanding insurance broker has career opportunities for experienced insurance service representative.

Duties

- Telephone calls from clients.
- Computer input Wang/Redshaw system.
- Telephone calls with company representatives.
- Correspondence to / from clients and companies.

Preference will be given to individual with computer input experience and R.I.B.O. licence or ability to obtain one. Pleasant working environment with competitive salaries and benefits.

JUNIOR CLERICAL

For filing, and miscellaneous clerical duties.

Please Contact
Karen Kettunen
475-5233

GENERAL ACCOUNTANT

A rapidly growing commercial printing firm has an immediate opening for accounts payable, accounts receivable candidate to join our accounting team. We offer competitive salary and excellent benefits program. To pursue this challenging opportunity, please call.

Hoda Morsi
297-1900 ext 323

RECEPTIONIST/CUSTOMER SERVICE

Expanding window covering manufacturer has a position for an alert energetic person. Light typing and previous telephone experience would be very helpful. Would offer a \$275 - \$325 starting salary with excellent potential. Call and ask for Frank.

Shadex Corp
121 McPherson Street
(Near Warden/Steeles)
Markham, Ont.
475-8235

ACCOUNTANT

Responsible, detail-oriented team player required by expanding electronics manufacturer. Reporting to C.F.O., duties will be AP, AR, GL; financial statement preparation.

Working on accounting designation; you perform well under pressure and have mini computer experience.

P/C facility an asset.

Send resume with present salary to:

FERRITRONICS
LIMITED
222 Newkirk Road
Richmond Hill, Ont.
L4C 3G7

CODING CLERK

Coding is the first step in a series of operations leading to the creation of our marketing reports.

A.C. Nielsen, Canada's leading Market Research Firm, currently needs individuals with a minimum Grade 12 education, who have an eye for detail, a facility with numbers and an interest in learning to work on a computer terminal to start work in this area.

We offer a competitive salary and benefits, flexible work hours and an agreeable working environment.

A.C. NIELSEN CO.
OF CANADA LTD.
160 McNABB STREET
MARKHAM, ONTARIO L3R 4S8
475-9660

CLERICAL ASSISTANT

PART-TIME

Markham area

\$6 per hour

Call Marg

294-5515

DENTAL RECEPTIONIST

Required part time

Please send resume to:
P.O. Box 3661
c/o The Tribune, Box 40
Stouffville, Ontario
L4A 7Z4

EARN EXTRA \$\$ FOR CHRISTMAS!

- Secretaries • Bookkeepers
- Typists • Receptionists
- Shipping Clerks
- Purchasers • Word Processors

Call To-day!
884-6782

HICORPS
OFFICE ASSISTANCE LTD.
33 Arnold Cres., Richmond Hill



Experienced Switchboard Operator

Pleasant telephone manner and well groomed appearance essential.

Experienced Clerk Typist

50 words per minute with aptitude for figures.

Joan Parker
886-2000

RECEPTIONIST/ TYPIST

Some bookkeeping experience. Warden and Steeles area. Call:

475-2700

RECEPTIONIST/ SECRETARY

Enthusiastic, responsible person for busy showroom/office.

Good typing and communication skills. Must enjoy dealing with customers. Lots of variety. Hwy. 7/404 area.

ART SOURCE
475-8181



SECRETARY FULL-TIME

Required immediately for busy Real Estate Office.

Must have excellent telephone manners and good typing skills.

Salary commensurate with qualifications.

Call Valerie Vogan
471-6600

SECRETARY/ RECEPTIONIST

We required a high school graduate with good secretarial skills. Working knowledge of computers, Multi-mate and Lotus 1-2-3 an asset.

Qualified applicants should call:

MRS. B. HESTER
475-6441

SAVE-ON

CAR AND TRUCK RENTALS LTD.

Requires the following full-time personnel:

- Counter Person
- Must have typing skills.
- Must be quick thinking.
- Possess organizational abilities.
- Personable, clean, well spoken.
- Experience an asset.

Car Jockey/Clean-up Person

- Clean driving record.
- Able to drive standard transmission.

Call 10 am. to 3 pm., Mon., to Sat., for interview.

881-3303

INSIDE SALES REPRESENTATIVE "PERMANENT"

Atlantic Packaging Products Limited (Scarborough) is seeking a self-motivated, assertive individual who would be interested in building a long term career in our busy Sales Service Department. You possess excellent communication and organizational skills and are definitely a "People Person". This position would be of interest either to those planning to return to the work force, or to those with sales experience. Atlantic offers an excellent salary and benefit package. Join a company on the move! Call us now!

298-4164 — 298-4166

COMMISSION SALES PERSON

Exciting new electrical product. Excellent potential. No experience necessary.

Box 61
Markham L3P 3J5
294-2111 (after 6 p.m.)

PRINTING SALESPERSON

We are looking for an energetic outside salesperson to help us establish a stronger client base.

Experience not necessary — training will be provided to suitable applicant.

Salary plus commission plus gas allowance.

Contact
STORE MANAGER
475-0305

WINE ART

Requires full-time sales person, in Richmond Hill. Must be able to work Saturdays.

889-8832



PART TIME RECEPTIONIST/ TYPIST EVENINGS

Must have good typing skills and pleasant telephone manner.

CALL
NORMA CURRIE
294-1372



ACCOUNTS PAYABLE CLERK

We have an opening in our accounts payable department. This is an entry level position requiring no prior experience. Minimum grade 12 preferred.

We offer a competitive salary and an attractive benefits package. For interview please call:

RAY BOYLE
294-1310 ext 244

G/L PAYROLL CLERK WOODBINE/STEELES

Markham publisher immediately requires individual experienced in Payroll/General Ledger functions to work in computerized environment. General ledger responsibilities include: preparation/posting journal entries, monthly bank reconciliations and account analysis. Some typing.

Salary commensurate with experience.

CALL
475-9111