

We have immediate openings for:

- ★ RECEPTIONIST/TYPIST
- ★ RECEIVABLES CLERK
- ★ SHIPPER RECEIVER

Salary commensurate with experience. We are willing to train the right person.
Please send resume or call:

Mrs. D. Brigstocke
SDW
431 Alden Road
Markham, Ontario L3R 3L4
477-0566

Zellers

Has the following positions available:

RESTOCKING PERSONS

- Monday-Thursday (overnight; 9:30 p.m. - 6:00 a.m.)
- Monday-Friday (6 a.m. - 2 p.m.)
- Monday-Friday (7 a.m. - 3 p.m.)

WAITRESS

- Part-time Days (10 a.m. - 3 p.m.)

Please apply in person at the Customer Service Desk
WOODSIDE SQUARE (Finch/McCowan)
298-9801

SECURITY PERSONNEL

MARKHAM AND SCARBOROUGH AREAS
30 FULL & PART TIME POSITIONS AVAILABLE

- various shifts available
- hourly wages from \$6.50 - \$7.50
- some positions require own transportation
- requires good communication skills

FOR MORE INFORMATION CALL
226-6914
PARAGON PROTECTION

URGENT WE NEED YOUR HELP!!

Structural steel fabricator has openings in the following activities:

- HELPERS
- WELDERS
- FITTERS

Very competitive wages and benefits paid. Must be experienced.

CALL 669-9552 for interview

RECEIVER WANTED

Full time position available. Responsibilities include receiving and pricing merchandise. Some moderate lifting involved. Excellent benefit package. No weekends.

Please pick up application at
UNIONVILLE BIG V DRUG STORE
4721 Hwy. #7 E.
Unionville

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)

ROUTE DRIVER/ PRINTER TRAINEE

To work in plant in the mornings being trained on equipment and pick-up and deliver light parcels in the afternoon. Car is essential.

ASK FOR RITA
494-4911

VERSA FOODS requires CASHIER and PORTER

CALL
294-9770
Ext. 228

WANTED

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

CALL ROBBIE
477-4611

QUALITY CONTROL SECRETARY
WARDEN/401

Our expanding Quality Control department is in need of a person who is energetic, well organized and is capable of working with minimum supervision to fill this new position. The ideal candidate would have word processing, Multimate preferred, Lotus 1-2-3 and excellent filing skills. A Quality Control or Production/Manufacturing background would be an asset. We offer a competitive salary along with excellent company benefits. Interested applicants send resumes along with salary expectations to:



Personnel Manager
Julius Schmid of Canada Ltd.
34 Metropolitan Road
Scarborough, Ont. M1R 2T8

A rapidly growing Markham based distributing company requires:

A Bilingual (French) Clerical W/P REQUIRED IMMEDIATELY

This position offers a variety of duties that can lead to future advancement. Candidates must have 50-60 w.p.m. Pleasant telephone manner and word processing is essential.

Contact Anna or Chris
475-5397

ADMINISTRATIVE ASSISTANT

Basic office skills, pleasant telephone manner, good work ethics and a strong will to learn will get you this position. A small but fast paced office. Salary \$15,000.00 per year. Training provided.

CALL 479-6110

ACCOUNTS RECEIVABLE PERSON

For major wholesale giftware company in area of 404 & #7 Hwy. Must be: familiar with accounts receivable procedures, independent, possess good telephone manner. Competitive salary and benefit program.

CALL BEV ZANTNER
731-3232

PART TIME RECEPTIONIST REQUIRED

For newly opened Chiropractic Centre at: 190 Bullock Drive, Unit 6A, Markham, Ontario.

Working hours: 4:00 p.m. to 8:00 p.m.
Please send resume prior to December 1st to:
59 Westney Road South
Ajax, Ontario L1S 2C9

PURCHASING CLERK

We require an individual with 40 w.p.m. typing and good calculator skills. Previous purchasing experience is not required.

If interested call
PAT GIBBS
293-1941
Markham/Finch area

SECRETARY

Required immediately, full time 9 to 5, in Markham, 190 Bullock Drive

Duties include: typing, telephone, filing, order taking and minor book-keeping. Experience an asset but will train right person. Own transportation required.

Please call
294-3311

FILE CLERK

Requires good telephone manner. Grade 12 preferred.

Responsibilities include: filing, assisting customers with their concerns and other general office duties.

Contact
R. HARRINGTON
477-0030

JUNIOR SECRETARY

Wanted with pleasant, outgoing personality for non-smoking office - Main Street, Markham.

Duties include: typing, general office and special assignments. Willing to train. Growth potential.

CALL KIM
471-8411

CLERK TYPIST

Required for junior office position in Dufferin / Steeles area. Type 40-50 w.p.m. Company benefits.

CALL
669-5777

DICTA TYPIST required

Experienced for cosmetic packaging firm in Woodbine / Steeles area.

Contact
MRS. LEITMAN
475-7200

A.C. Nielsen, Canada's leader in Market Research, is undertaking an exciting new project which requires the assistance of a number of people.

INPUT CLERKS

The successful candidates will transfer printed information to our computer data base. This will include both text and numerical data. Full and part time positions available. Good typing or keyboard skills and a sharp eye for detail are essential.

DATA BASE CLERKS

The focus of this position is on processing computer report requests accurately and according to schedule. Regular communications with our servicing representatives is a feature of this position. Strong math and computer skills, as well as good communication skills are necessary.

ADMINISTRATIVE SUPPORT

This individual will perform a number of administrative tasks in connection with the project, such as general secretarial functions, making travel arrangements, and preparation of budgets. The requirements here include 2 years secretarial experience, knowledge of PC operations and strong communication skills. If any of these positions appeal to you, please contact:

A.C. NIELSEN CO. OF CANADA LTD.
160 McNABB STREET
MARKHAM, ONTARIO
L3R 4B8
475-9660

BOOKKEEPER

Full or part time help for a small friendly office. Knowledge of accounts payables, accounts receivables, payroll and recs.

CALL
Ruth or Seppo
477-0763

BOOKKEEPER

Required for a busy retail furniture gallery in Markham. Must have some computer experience and be able to handle a complete set of books to the trial balance. Knowledge of all aspects of retail business practices is a requirement. Excellent remuneration, company benefits, including dental program. For a confidential interview, please call:

REG CROZIER
471-5353
Kaufman Furniture Gallery
Markham, Ontario

Highway # 7 and 404 area

SECRETARY/RECEPTIONIST

Mortgage Broker requires self-motivated secretary/receptionist for branch office. Pleasant telephone manner, accurate typing and aptitude for figures a must.

CALL MR. BYER
731-4242

THE CANADA LIFE ASSURANCE CO. requires a **SECRETARY**

For it's new Markham Branch office opening at the Station Plaza on Main Street. Experience in the life insurance industry or the financial services area would be advantageous. Attractive benefit package including dental coverage is offered and salary commensurate with experience.

Please reply with your resume to:

MR. J.B. SMITH
MANAGER - CANADA LIFE
227 Main Street
Suite 201
Markham, Ontario L3R 2H3
OR Call 471-8812



Data Entry Clerk

If you are highly motivated and seek an exciting and challenging career, we offer a good base salary and excellent benefits.

In exchange you must be able to type 50 wpm.

Please contact Mrs. E. Andrews, Office Manager.
669-1652 during business hours.

RECEPTIONIST/ TYPIST

for Fortune 500 company located in Warden/Steeles area. Salary \$16K+, excellent benefits. 40-50 wpm and office experience preferred.

Call: 474-7512 for interview. No agencies please.


BANKERS & ACCOUNTANTS

We offer an outstanding career in life insurance sales and financial planning. Full range of benefits.

Contact: Gordon W. Brandon
c/o CANADA LIFE
595-1390

AFTERNOON SHIFT SUPERVISOR

Required for Medical Devices Manufacturer. The ideal candidate will have 2-3 years food or pharmaceutical experience in a packaging environment. A technical background would be desirable. We offer a competitive salary along with excellent company benefits. Apply in person at:



Julius Schmid of Canada Ltd.
34 Metropolitan Road
Scarborough, Ontario