

Skilled & Technical Help

515

Office Help

525

CRUSHER MECHANIC

Experienced with equipment in the aggregate industry. New shop in Vardorf location.

CONCRETE AGGREGATES EQUIPMENT LTD.

773-0672


BUILDING MATERIALS TAKEOFF PERSON

Required immediately by leading home manufacturer. Qualified applicants must have previous experience calculating all framing material from residential blueprints.

Excellent wage and benefit package is available for applicants who wish to grow with our company.

Please contact or send resume to:

DIETER SCHOLTISSEK
30 Melford Drive
Scarborough, Ont. M1B 1Z4
298-2200 Ext. 246



The Finest Homes Of Them All...

CARPENTER

Exhibit company requires a finishing carpenter with experience in laminates.

Good hourly rate and benefit package.

Woodbine/Esna Park area.

479-1493

CHRYSLER JEEP-EAGLE

For Busy Flat Rate Shop

APPRENTICE MECHANICS

LUBE RACK TECHNICIAN

PART-TIME

CAR WASHERS

For interview contact:
Service Manager,
Baker's Sales and Service,
223-8222 889-1189

DRIVER

JOB TRAINING & PLACEMENT HELP

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

MECHANICS HELPER

Experienced for expanding school bus fleet in Gormley. Mainly G.M. gas powered buses with limited propane and diesel. Competitive wage and benefit plan.

SIMCOE TRANSIT
Alberta Witluk
888-1938

Part Time SEAMSTRESS

Experience in high quality goods or will train if necessary.

Please call
471-8855
ANGELA'S BRIDAL SALON

SHIPPER RECEIVER

Required by medical firm located at Stouffville Road and Woodbine Avenue, Gormley. Person will have 2-3 years shipping experience and willing to advance into the position.

Call for appointment.
888-1273

UNIONVILLE PONTIAC BUICK G.M.C.

Has the following positions available:

CLASS "A" LICENCED MECHANIC & TRIMMER

These are full time positions.

APPLY TO
SHAWN MCGILL
477-1666


Office Help 525

FILE CLERK

This is a permanent part-time position and the hours are from 1 p.m. to 5 p.m., Monday-Friday. The starting rate is \$7.00/hr.

The successful applicant will be an energetic individual with an eye for detail. Experience on a switchboard would be a definite asset.

To arrange an interview, please call Marilyn McIntyre at 475-6181, weekdays between 8 a.m. and 4 p.m.



INNOVA
ENVELOPE



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

BILINGUAL COSTING CLERK

Must be facile with number manipulations. Business experience a distinct asset. Contact with suppliers requires firmness and confidence.

Steeles/Warden area
475-8232

SWITCHBOARD RECEPTIONIST

Required Immediately!

For busy Office Equipment Company. Must have pleasant telephone manners and a good command of English.

Experience is required. \$16K+ plus benefits after 3 mos.

CALL: Karen Manina
491-9330
Ext. 260

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

BOOKKEEPER REQUIRED

Full time. Experience preferred but will consider training. Highway #7 and Woodbine area.

Call Karen
477-7111

BUSINESS ASSISTANT

Required for progressive Orthodontist practice in Markham area. A special person we are seeking - must be friendly, efficient, have a pleasant telephone voice and work well with others.

Skills required include: typing, some computer or bookkeeping experience and an aptitude for dealing with the public. Dental office experience would be an asset.

If you would like to join our team, please call:

Marilyn at 1-898-1202
between 8:45 a.m. - 4:45 p.m.
Monday to Friday.

CLERK/RECEPTIONIST

Required for busy office. We will select an individual with a professional telephone manner, preferably experience in typing and filing. Will train on word processor. Salary will commensurate with experience.

CALL BEV
477-3744-5

CLIENT SUPPORT TRAINEE

P.B.S. supplies word processing and computerized accounting systems to Law Firms. We need another member for our support team.

If you have a bookkeeping background, experience in dealing with clients, enjoy trouble shooting and are a self-starter we want to meet you.

Computer experience is an asset, but not necessary as training will be provided to the right person.

Please phone us if you feel you qualify.

477-4466

DATA PROCESSING/ ACCOUNTING CLERK

Duties include keying vendor invoices and cheques, keying cash receipts, sending up lease information on tenants, doing month rolls for tenants, maintaining and updating master and data files, bank reconciliations and daily back-ups.

Experience and knowledge of accounting is necessary. Previous experience in a similar environment is a definite asset.

Please send resume and salary requirements to:

MRS. S. DINSHAW
A. REISMAN FINANCIAL COMPANY
3241 Kennedy Road, Unit #11
Scarborough, Ontario M1V 2J8

DATA ENTRY/ORDER DESK

We are the leader in high quality cutlery products and require a person who is well organized and has aptitude for details. Duties will include taking telephone orders, preparation of an accurate order entry into I.B.M. System 34 and some customer service.

You should have a steady work history, accurate key skills and pleasant telephone manner. 8:30 a.m. - 4:30 p.m. Excellent benefits.

J.A. HENCKELS ZWILLINGSWERK CANADA LTD.
60 McPherson Street, Markham L3R 3V6
475-2555
(3 light north of Steeles off Warden)

Receptionist Typist

Some computer experience an asset. Wages commensurate with experience.

Call
474-0242

PART-TIME RECEPTIONIST

Non-smoker required 9 a.m. to 1 p.m. daily for insurance brokers office located in Warden/Hwy. 7 area.

Bob Stuart
470-2760

HOW CAN HUNT PERSONNEL HELP ME? SPECIALIZING IN PERMANENT PLACEMENTS...

To you the candidate, there is **NO COST**. Our professional clients in the **MARKHAM/RICHMOND HILL AREA** pay for our expertise in finding good employees for them.

Just a few positions currently available:

- \$18-20,000** RECEPTIONIST/SECRETARY - Professional interior design firm, administrative duties, mature attitude, accurate typing skills.
- \$18-22,000** OPERATIONS SECRETARY - Young dynamic company, people oriented, WP an asset.
- \$19-20,000** TYPIST - Friendly working atmosphere, WP (Wordstar), growth opportunities, dicta an asset.
- \$16,000** PURCHASING - Will train on computer, a minimal experience in accounting area, fabulous computer accessories firm.
- to \$22,000** CREDIT & COLLECTIONS - Large international company, 2-3 years experience in collections, computerized, account receivable experience.
- \$15,600** JR. CLERK - Excellent telephone manner, general office duties, minimal typing.

We can keep you hopping on short term temporary assignments until you decide on the right permanent position.

LOOK FOR MORE JOB OPPORTUNITIES IN NEXT WEEK'S ISSUE!

FOR MORE INFORMATION PLEASE CALL PEGGY OR LINDA 477-7557



HUNT PERSONNEL TEMPORARILY YOURS

MUNICIPAL DRAFTSPERSON

A position is available for an individual with a minimum of three years experience drafting municipal services for subdivisions.

Please submit resumes to:


COSBURN, PATTERSON, WARDMAN LTD.
7270 Woodbine Ave. Suite 201
Markham, Ont. L3R 4B9

FRANCHISE ADMINISTRATION CLERK

You must be a secondary school graduate with one to two years office experience and an aptitude for figures. You must be well organized with 50 w.p.m. typing and have excellent communication skills. Experience on an IBM PC would be a definite asset.

We offer a competitive salary and a good benefits package. Interested candidates should phone for an interview at:

479-2255, Extension 2657



Beaver Lumber

TEMPORARY CLERICAL

We have an immediate temporary, full time opening in a busy sales office located at Highway 48 and Major Mackenzie Drive.

The job will last approximately 3 months and will involve filing, some data entry and other general clerical duties. For more information please contact:



Emerson

Cathy Clark
Emerson Electric Canada Limited
P.O. Box 150
Markham, Ontario
L3P 3J6
(416) 294-9340



EXCELLENT OPPORTUNITY IN MARKHAM!

<p>BILINGUAL RECEPTIONIST \$18,000 - 20,000 Excellent benefits</p> <p>Small firm located in Markham seeking creative receptionist, responsible for keeping track of the whereabouts of staff. Will assist with advertising, typing, distributing messages, maintaining customer files.</p> <p>ASSISTANT TO ACCOUNTING MANAGER \$18,000 - 20,000</p> <p>Family run business is seeking assistant for their accounting dept. A/R, A/P analysis, some collections. Must be bright, punctual and well presented.</p> <p>JR. ACCOUNTING CLERK \$16,500</p> <p>Excellent benefits</p> <p>This position is an excellent opportunity for a junior clerk interested in an entry level position in accounting. Duties will include matching invoices, filing and coding.</p>	<p>ASSISTANT TO ADMINISTRATION MANAGER \$20,000+</p> <p>Detail oriented, a head for figures and a willingness to grow with the company will make you an attractive candidate for this position. Typing of 60 w.p.m. and some WP experience are required.</p> <p>CREDIT AND COLLECTIONS CLERK \$18,000 - 20,000</p> <p>If you have a year of experience and are looking for a challenge this may be the position for you. You will be handling both collections and account inquiries. French is an asset.</p> <p>PERSON FRIDAY \$15,000 - 18,000</p> <p>This small firm is located in Northeast Scarborough. Excellent opportunity to move up as skills increase. Must be flexible and willing to undertake duties as required.</p>
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TEMPORARY AND PERMANENT PLACEMENTS ARE AVAILABLE NOW!

ASK FOR COLLEEN COLE
A totally personal personnel service

1031 MCNICOLL AVE.
SCARBOROUGH, ONTARIO
M1W 3W6
492-5883