

General Help 510

PARKVIEW VILLAGE AND CLUSTER HOMES requires **PART TIME MAINTENANCE ASSISTANT**

Must have good basic skills in: Electrical, Plumbing, Carpentry, Painting, General Building and Grounds Maintenance.

Salary \$7.88/hour PLUS benefits. Required for 25 hours/week.

Applications available at:
 Reception Desk Parkview Village
 Parkview Home 70 Ninth Line S.
 481 Rupert Ave. Stouffville, Ont.
 Stouffville, Ont. 640-1940
 640-1911

* Applications must be received by February 10, 1988

PETRO CANADA Requires **PART TIME CASHIERS REQUIRED**

Apply Manager
PETRO CANADA CAR WASH
 4780 Hwy. #7 East
 Markham/Unionville
477-2003

TRAVELWAYS requires **PROPANE ATTENDANT**

FULL TIME DAYS

Contact Roy Harrison
294-5104
 ext. 348

Skilled & Technical Help 515

BOILER SERVICE PERSON

Markham based company requires a multi-certificate holder of oil and gas burners. Must be experienced with package boilers. Good working conditions and after 3 months fully paid benefits. For interview phone:
ELMER MULHALL 499-4824

CLASS "A" MECHANIC

Guaranteed Salary

Plus:
 • Bonus
 • Company benefits
 • Opportunity for advancement
 • Training provided

Qualifications:
 • Class "A" licence
 • Neat appearance
 • Positive attitude

Call now for appointment, Jody Hitchcock.
773-1500 841-1400
 Sterne Acura - Aurora

MECHANIC

Maintenance Mechanic required for construction equipment in small firm. Welding an asset.
727-1996

NORTH MARKHAM HONDA Requires **Licensed MECHANIC**

Contact Moeen
477-2451

DRIVER JOB TRAINING & PLACEMENT HELP

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

OFFICE CLEANERS required

For executive building - Victoria Park area. 35 hours per week. Good working conditions and wages. Car necessary. Please reply to:

Fraser
 Office Cleaning
 P.O. Box 1877
 Uxbridge, Ontario
 LOC 1K0

Or leave message on ans. machine 1-416-852-6844

HAIRSTYLIST Required

\$275.00 weekly + 40% commission

Call **294-9911**

Full time help is required by a local **GREENHOUSE OPERATION** For the months of March, April and May. Greenhouse experience is not necessary but assembly line experience would be an asset.

Call Jim Busato
 L. & M. Gardens Ltd. 640-3397

TROPICAL PLANT MAINTENANCE TECHNICIAN

Required for Scarborough area. Car provided.

Call **294-8357**

TAX PREPARERS

Required in Markham for Tax season. For details, call collect:
827-1455
 Tax Time Services Ltd.

Skilled & Technical Help 515

TYPESETTER

Experienced typographer required by a quality-conscious typesetting house in Markham for 2 p.m. - 9 p.m. shift.
CALL 470-6600

EXPERIENCED ENGINE PERSON

Required to work in Repair and Overhaul Shop for aircooled engines.

CALL **LESLIE 477-7900**

Layout Artist Required

Renderings to camera ready art.

Type markup and assembly.
 Hwy. 7-Leslie St.
764-8073

Office Help 525

ADMINISTRATIVE FLOATER

Atlantic Packaging has an entry level position for an enthusiastic, promotable individual. You will rotate through various administrative departments within our Scarborough Head Office and gain experience in accounting, credit, accounts payable, computer and more!

A post-secondary education is an asset but not necessary.

We offer an attractive salary and benefits package. Call us now!
298-4164 or 298-4166

Skilled & Technical Help 515

PHOTOVAC incorporated

MAINTENANCE TECHNICIAN

Photovac Incorporated, Manufacturers of sophisticated pollution and chemical monitoring equipment has an opening for a full-time maintenance technician in our Operations Group.

Duties will include the repair and maintenance of mechanical and electronic production equipment including pneumatic and vacuum systems. Working with engineering, you will help develop, build and test new production jigs as well as maintain proper records for periodic maintenance.

Other responsibilities will include minor electrical, plumbing and general repair of facilities. Training will be provided if required.

This position requires a minimum high school education with a demonstrated ability in one of the major areas above. Post secondary education will be an asset. A proficiency in the use of tools and equipment and an ability to communicate in written and spoken English is required.

BUYER ELECTRONIC / MECHANICAL

We require an individual who is capable of dealing effectively with our vendors, and working in a fast-paced environment. Creative problem solving skills, high energy level, thriving on challenge, and excellent communication skills are required. A technical education or background would be an asset.

Send resume to:
 Photovac Incorporated, 140 Doncaster Avenue, 7GD, Thornhill, Ontario L3T 1L3.

Architectural Draftsperson

Our company continues to expand, and we immediately require Senior Drafting staff to grow along with us.

Applicants must have a minimum of 3 years of Canadian Drafting experience and a good knowledge of wood frame house construction. Speed, accuracy and ability to work with others is an absolute requirement.

This is a permanent position with good company benefits. Salary commensurate with proven ability. Please send your written resume to:

Personnel Department
 Viceroy Homes Ltd.
 30 Melford Drive
 Scarborough, Ontario
 M1B 1Z4

Or Call: Mario Pietrangelo
 298-2200, ext. 244

Viceroy
 The Finest Homes Of Them All...

Office Help 525

ORDER DESK/RECEPTIONIST

Food brokerage in Markham area requires a person to coordinate order processing and act as first point of contact. The successful applicant will have good communication and typing skills, a pleasant telephone manner and an aptitude for figures.

CALL **VICKY 477-0268**

ORDER PROCESSING DEPARTMENT

Requires a well organized person for computer input. Must have accurate typing. Will train. Excellent company benefits.

Call **CHRIS HAMMOND 477-5600**

PAYROLL ADMINISTRATOR

Experience, to handle bank payroll system and company benefit plan. Accounting background preferred.

Please call **ROOHI 499-2045**

Richmond Hill firm located in Beaver Creek area requires a **PERSON FRIDAY**

Example of duties:
 • reception • telex
 • typing • filing

A minimum of 2 years office experience required.

Contact: Cameron Craig
 at 881-9926

RECEPTIONIST/PERSON FRIDAY

Enthusiastic person to handle our reception area, including typing and general office duties for small Markham office. Must have an excellent telephone manner. Computer environment experience an asset.

DYNAMEDIA INC.
 205 Riviera Dr. Unit #12
 Markham, Ontario L3R 5J8
 (416) 477-6930

Office Help 525

Brownlee Personnel Services

THESE POSITIONS ARE IN THE MARKHAM, UNIONVILLE, RICHMOND HILL AREA

- **BOOKKEEPER** - Branch office needs a capable individual to handle their A/R - A/P and other acctg. functions. IBM-PC ACCPAK exper. an asset. \$22,000.
- **A/P CLK.** - Assist the Controller of this Direct Mail Co. Some knowledge of Accts. Payable required. Will train on computer. \$18,000.
- **OFFICE ASST.** - Provide Clerical & Admin. support for this expanding Richmond Hill Co. Duties include: cust. service, computer entry (will train), minimal typing, filing, etc. Good advancement opportunities.
- **2 DISPATCHERS** - Service Dept. of this well-known co. requires two dispatchers. Rotating shifts (6:30 a.m. - 8:00 p.m.), 4 days/week. No weekends. Some exper. on computer terminal needed. \$20,000.
- **2 MAILROOM CLKS.** - Large Int'l. Co. moving to Markham needs two Mailroom Clks. Duties: mail distrib., courier, ordering office supplies, photocopying, picking up parcels at loading dock, etc. MALES preferred due to lifting requirements. Excellent advancement potential. \$17,000 + 100% benefits.
- **CUST. SERVE/PURCH** - Ideal position for recent University/College graduate with flexible attitude. This 'key' position starting in Customer Service & Purchasing has fantastic growth potential. \$22,000.
- **RECEPTIONISTS PERSON FRIDAY/TYPISTS ORDER DESK**
 Our clients are clamoring for people to fill these positions. These are interesting jobs, paying well and offering good growth potential. Call for details.

THESE ARE ONLY A FEW OF THE JOB OPPORTUNITIES AVAILABLE - CALL TODAY.

EVENING APPOINTMENTS CAN BE ARRANGED

107 MAIN ST., UNIONVILLE
471-6060 or 470-1771

BE A PRIME TIMER WORK 9 A.M. - 3 P.M. TAKE THE SUMMER OFF! BACK TO WORKER? RUSTY SKILLS? School Age Children At Home?

MARKHAM and NORTH SCARBOROUGH locations. If for whatever reason, you are only available to work between the hours of 9 a.m. and 3 p.m. we are looking for you. Your time and skills are valuable to us and our clients. Work a shorter day and be more productive. If you are interested in:

- typing • reception • data entry
- word processing • general clerical skills

FOR MORE INFORMATION PLEASE CALL **VALERIE or DIANA 477-7557**

HUNT PERSONNEL TEMPORARILY YOURS

ACCOUNTANT/BOOKKEEPER

Excellent opportunity for exper. individual in a rapidly growing Marketing Company.

Must be able to handle complete set of books and prepare financial statements with approp. schedules.

Please send resume to
THE PERSONNEL MANAGER
 P.O. Box 501
 UNIONVILLE, ONTARIO
 L3R 5C5

ACCOUNTS RECEIVABLE COLLECTOR

PAP experience required. Reconciliation experience would be an asset.

Past experience a prerequisite. Growing company; future growth potential. Citizen Electronic Rental offers competitive salary, bonuses and benefits. Busy but excellent working environment.

CONTACT **SANDI 477-1188**

DATA ENTRY/CLERICAL

1 year data entry experience or a course in data entry qualifies you to work for a rapidly expanding fashion accessory company in Markham. Variety of general office duties plus training to act as backup to computer operator. Non-smoking office. Excellent benefits. Warden / Denison area.

CALL **477-0910**

GENERAL OFFICE POSITION

Rapidly expanding importing and distribution company, located in Markham, has a position open for a person with excellent communication skills, both oral and written, to perform various duties.

Duties will include: reception, typing, order processing and other clerical functions.

Please call **471-4140** to arrange for an appointment

JUNIOR SECRETARY/PERSON FRIDAY

A mini-business computer company (Warden & Steeles) needs an energetic person to perform a variety of office duties.

Main responsibilities will include operation of switchboard / typing / filing and other clerical duties. Knowledge of WP and computer data entry would be an asset. 1-2 years work experience preferred. Salary to commensurate with experience. Excellent benefits.

MDS Qantel Canada Inc.
475-3450