



Century 21 Armour real estate is looking for an addition to their accounting staff. We need a full time junior clerk who likes variety and is interested in a computer environment. Minimal experience necessary.

Please call Sherry Rickard 294-2533



Are you qualified for real estate sales but not actively involved?

Contact me for a description of the exciting opportunities offered through the FirstCall Referral Associate program. L.Y. Betty Webber, Manager Family Trust Corporation Markham.

294-1372

Skilled & Technical Help 515

**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



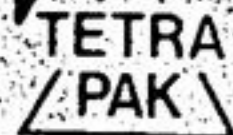
The Finest Homes Of Them All...

Tetra Pak Inc., a world leader in the supply of form-fill-seal packaging systems and materials for liquid foods, located in Aurora, has an opening for a:

**Fork Truck Driver**

In this position, we will require an experienced driver preferably with a fork truck driving license. Shift work is involved.

Tetra Pak offers competitive wages and a comprehensive benefit package. Interested candidates are asked to call: Tetra Pak Inc., Personnel Department, 841-2685, 200 Vandorf Road, Aurora, L4G 3G8.



**Tetra Pak Inc.**

**MECHANIC**

Wanted - 1 self motivated small engine mechanic with knowledge of lawn and garden equipment. Benefits.

Contact Murray at HUTCHINSON FARM SUPPLY 640-2692

**NORTH MARKHAM**

HONDA

Requires

Licensed

MECHANIC

Contact Moeen 477-2451

**TRUCK DRIVER/SET-UP PERSON**

Combination truck driver with at least a "D" licence and set-up person needed. Benefits.

Contact Bob at HUTCHINSON FARM SUPPLY 640-2692

**PART-TIME BOOKKEEPER/OFFICE CLERK**

Required for small company in Markham. Flexible hours, 2-3 days per week.

CALL 475-1659

Skilled & Technical Help 515

**FLEXO PLATE MOUNTERS**

Aurora converter has openings in Flexo Dept. for experienced plate mounters. Excellent working conditions in a new plant with modern equipment.

Good wages and benefits. Phone for appointment:

883-3101 and 727-0122

**DRIVER JOB TRAINING & PLACEMENT HELP**

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

**WORD PROCESSING OPERATOR**

For busy Office Equipment Company. Must have good typing skills, 50 wpm. Experience on WordPerfect would be preferred.

**SALES CO-ORDINATOR**

Candidate must be organized, detailed and good with figures. Must have good telephone manner and people skills. Must be able to work under pressure.

CALL: Karen Manina 491-9330, Ext. 260 OFFICE EQUIPMENT INC. 525 Denison Street Markham, Ontario L3R 1B8

**ACCOUNTING CLERK**

A chain of Fine Furniture Galleries requires a junior accounting clerk to work in our Markham Gallery.

The job includes data entry, banking and general office duties.

Excellent remuneration and company benefits.

471-5353

**BOOKKEEPER**

2-3 years general accounting experience up to trial balance.

Please contact Ruth Richardson for appointment

479-1443

**CHIEF LIBRARIAN'S SECRETARY**

The Town of Markham Public Library requires a full-time experienced confidential secretary with excellent typing and word processing, shorthand and communication skills. Flexible self-directed individual preferred, able to work effectively with prestige, staff and the public in a small office environment.

Salary \$22,470. plus benefit package.

Apply in writing by February 26th, 1988, to:

Chief Librarian, Town of Markham Public Libraries, Central Administration, 7755 Bayview Ave., Thornhill, Ont. L3T 4P1

**DICTA SECRETARY VICTORIA PK./STEELES**

An independent Insurance Adjusting Firm requires an outgoing individual with excellent typing and dicta skills, coupled with a pleasant telephone manner and a good command of the English language.

If you can handle a large volume of dicta in exchange for good salary and working conditions please contact:

MR. TOM EDDY 494-9399

**FULL AND PART TIME POSITIONS AVAILABLE IMMEDIATELY**

Public Relations Department CULLEN COUNTRY BARNES

Duties include filing, typing, greeting the public and tour buses, answering phones. Persons should be outgoing, pleasant and have experience working in office environment.

Apply at the 2nd Floor Public Relations Department

Full time apply in person Monday through Friday 9 a.m. - 5 p.m.

Part time hours include 1 weeknight a week and rotating weekends - Apply Monday through Wednesday 9 a.m. - 6 p.m. Friday through Saturday 9 a.m. - 9:30 p.m.

**ACCOUNTING/SECRETARIAL**

Position available with a well established import / distributor company in Markham.

Main duties include handling our computerized invoicing and accounts receivable.

Own transportation necessary. Non-smoking environment. Excellent salary and benefits for the right person.

CALL 477-7559 between 9:30 a.m. and 3 p.m., weekdays

**CLERK**

We are looking for entry level clerical applicants who have Grade 12 education and some familiarity with computer terminals. Good observation skills are required.

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

475-8048

**RECEPTIONIST**

Rapidly expanding Insurance Brokerage is looking for a Receptionist including general office duties. Computer knowledge an asset. Entry level position leading to a career in the Insurance industry. Pleasant working environment located at Hwy. #7 & Hwy. #404.

Submit resume to W. BRUCE MARTIN LIMITED 30 Centurian Drive, Suite 211 Markham, Ontario L3R 6B2 479-6100

**SECRETARY/RECEPTIONIST**

Growing company located at Woodbine / Hwy #7 requires experienced person immediately. Applicant should have typing and an aptitude for figures to handle the various duties involved.

Good salary and benefits. Non-smoking environment.

Please call - Mrs. Berry 474-0304 TUXEDO ROYALE

**UNIONVILLE MOTORS**

Requires an Accounting Clerk must be accurate with figures, and must have typing and keyboard experience. Salary dependent upon experience. Working hours: Monday-Friday, 9 am - 5 pm.

- ALSO -

Receptionist/Typist - 5 day, 40 hour week, salary dependent upon experience.

For appointment call Mrs. Preston 477-1666

**Allstate CLERICAL OPPORTUNITIES**

We are in immediate need of full time data processors and record clerks in our Markham head office.

Allstate offers an attractive starting salary and a full range of company benefits, including profit sharing. The successful candidates will have a minimum of 35 wpm typing.

Interested applicants please call:

JERRY SOULLIERE 475-4475 ALLSTATE INSURANCE COMPANY OF CANADA

**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

**PRODUCTION DEPARTMENT**

Requires mature, aggressive person with secretarial skills to perform a variety of duties.

Must be able to work without supervision. Full company paid benefit package and advancement opportunities.

Apply in person to complete application C & M PRODUCTS LTD. 189 Bullock Drive Markham (No phone calls please)

**RECEPTIONIST/SWITCHBOARD**

BILINGUAL (French/English) FULL or PART TIME

If you enjoy meeting people, have a pleasant speaking voice and good conversational French, you may be interested in a position with us.

Located: Birchmount/14th Avenue.

Excellent salary and benefits. Call:

TUPPERWARE HOME PARTIES Mrs. Pinto or Mrs. Aarts 474-9901

**FULL TIME RECEPTIONIST/SECRETARY**

Position available with grow organization. Must have good organizational abilities, typing skills, a pleasant telephone manner and be perfectly fluent in English.

Word processing an asset.

Excellent benefits.

Submit resume to ARMADALE SYSTEMS 180 Renfrew Drive Toronto Buttonville Airport Markham, Ontario L3P 3J9 Attention: Pamela Osborne

Office Help 525



**RECYCLING CLERK**

Atlantic Packaging Products Ltd. (Scarborough) has an excellent opportunity for a self starting individual to handle various duties in our Recycling Division. Your responsibilities will include: typing, faxing, filing, processing invoices, answering phones, and some computer operation.

You ideally have previous office and word processing experience and work well in a busy environment. The company offers a competitive salary and excellent benefits. Please call today! 298-4166 or 298-4164