



ARMOUR REAL ESTATE INC.
Member Broker

GOOD OPPORTUNITY
Receptionist/Typist

DO YOU LIKE...

- MEETING NEW PEOPLE?
- A BUSY, VARIED POSITION?
- A FRIENDLY OFFICE?

THEN WE NEED YOU!!!

DAYS: FULL OR PART TIME FLEXIBLE HOURS
WEEKENDS: Saturdays: 9:00 - 5:00 Alternate Sundays 10:00 - 4:00 P.M.

If you can handle a busy phone system and have typing skills. Call us for an appointment. **WE PAY WELL** because we want the best for our customers.

THIS POSITION IS OPEN IMMEDIATELY
GWEN POLLARD
294-2533

EDITING CLERKS

We are looking for part time editing clerks to process data on television viewing habits, beginning February 22 to March 24 inclusive. Daytime and evening positions available.

A.C. NIELSEN CO. OF CANADA LTD.
160 McNABB STREET
MARKHAM, ONTARIO L3R 4B8
475-8048

Order Desk Clerk
Switchboard/ Receptionist
Sales Clerk (Retail)

Doncaster Home Health Care Centre has the following positions available full-time and part-time.

ORDER DESK PERSON, experience preferred.
SWITCHBOARD/RECEPTIONIST, experience a must.
SALES CLERK, full-time only.

All locations Woodbine-Steelecase.

For more information call Linda Thomas.

474-9245

SALESPERSON

Part time sales help required for children's retail store on Main Street, Unionville.

Weekends only

CALL
474-1542

CERTIFIED DENTAL ASSISTANT

Needed for Modern Storefront Dental Practice.

We are seeking a caring, self-motivated individual to join our team.

Please call
764-6354

RECEPTIONIST/SECRETARY

Experienced, energetic, self-starter who can handle the pressure of a hectic Advertising Agency. Excellent typing, good telephone manner, able to work unsupervised.

Woodbine/Steeles area.

Call Mrs. Van Nort
475-3181



SWITCHBOARD

Evening/ Part Time

Good typing skills and pleasant phone manner.

Please call
NORMA CURRIE
294-1372

PART TIME OPPORTUNITIES

We have a variety of part time assignments available:

- **EDITING CLERKS**
From February 22 to March 24 inclusive, 37½ hours per week daytime, or 5 hours per evening, Monday through Friday.
- **KEYPUNCH OPERATORS**
To operate a 4879 IBM Data Entry System, 5 hours per evening, Monday through Friday inclusive.

Prior experience on a 3742 or similar equipment would be an asset.

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160 McNABB STREET
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475-8048

WANTED SALESPERSON

Who is energetic and self motivated and willing to learn John Deere products Benefits.

Contact
Bob at
HUTCHINSON FARM SUPPLY
640-2692

Employment Wanted 570

MAN WITH CHAIN SAW
for hire

Also other odd jobs - Brick & Block work.
640-8321 or
640-1407

UPPER CANADA POST & BEAM

Full Time SECRETARY RECEPTIONIST

Required immediately. Computer experience an asset.

Call
BEV ROBERTS
640-6616
for an appointment

PART TIME
8 am - 1 pm
Plus one afternoon

Veterinary Clinic is looking for a receptionist with some clerical work involved.

294-0522

File Clerk

Thornhill manufacturer requires full-time office help. Previous experience an asset.

889-6243

Part-time Permanent General Office Duties

Monday to Friday. Hours to be arranged.

Summer off if required.

Hwy. 7-Leslie.

764-6355

Co-Ordinator/Case Manager


The Regional Municipality of York Home Care Program seeks a Co-ordinator/Case Manager on a casual, on-call basis. Responsibilities include assessment, planning and co-ordination of services for those who meet the Home Care Program eligibility criteria, as defined in the Health Insurance Act.

The successful applicant will have 23 years experience in community health and demonstrate strong communication skills and well developed organizational ability.

Qualifications:
A health related degree from a recognized university and/or a R.N. with Diploma in Public Health. A car is essential for this position.
Salary Range: \$16.89 to \$18.35 per hour (1987 rates), with a comprehensive benefit package.

Working Competition No. 87-436/439, please forward letter of application with detailed resume by March 2/88. Only those candidates selected for an interview will be contacted.

Staffing Co-ordinator
Regional Municipality of York
P.O. Box 147
Newmarket, Ontario L3Y 4W9



Small sales and marketing office in Markham requires:

PART TIME OFFICE HELP

Flexible hours.

Duties include: telephone, order desk, some typing.

CALL
477-5420
(Kay)

RECEPTIONIST/TYPIST MARKHAM

Pleasant telephone manner, typing experience a must.

CALL
294-3700

GENERAL OFFICE DUTIES

Small firm, selling educational computer software requires a full time employee for varied clerical duties: order taking, invoicing, filing, shipping and receiving, mailings etc. Will train in use of computers, but knowledge of I.B.M. XT would be an asset.

Flexible hours, non-smoker.

SCHOOLHOUSE COMPUTING LTD.
Unionville
479-3626

ACCOUNT EXECUTIVE

The Scarborough Mirror is seeking an Account Executive for generation of new business for a controlled apartment advertising vehicle "The News Bag". The successful candidate will demonstrate a proven track record, excellent communication skills, self-motivation and energy.

We offer:

- Salary
- Car Expenses
- Commission with no ceiling
- Benefit package

For a confidential interview call:
Don Hinton
292-6366 Ext. 256

DENTAL ASSISTANT
Part Time
DENTAL RECEPTIONIST
Full Time

For modern orthodontic office. Experienced. Certified. Typing required. North Scarborough.

Judy 226-5266

Teaching Opportunities 545

E.C.E. TEACHERS
Required immediately and for May. Also supply teachers. Also teachers helpers - will train.

CHIP AND DALE DAYCARE
649-2315

EXPERIENCED BOOKKEEPER/PAYROLL OFFICER

Seeking part time employment in Stouffville / Markham area. Proficient in Computer 1200 environment. Call:
640-6242 (after 4:30 PM)

PART TIME OFFICE CLERK

Position available

General clerical, order entry, phone work, typing.

Hwy. #7 / 404.

CALL
STAN FLAMER
477-0030



FULL TIME RECEPTIONIST SECRETARY

For local real estate company.

Friendly atmosphere.

Call Debbi for appointment
477-2223

Fashion Sales

CARAVAN CLOTHING, a mobile clothing service, a Division of Doncaster Home Health Care, provides clothing to the elderly and disabled in long term care facilities in Ontario.

We require mature, energetic fashion sales help to work with elderly and handicapped women.

Travel Ontario.

Driver's licence required.

Attractive benefits and salary.

Interested? Call Linda Thomas.

474-9245

PART TIME MEDICAL RECEPTIONIST

For busy Family Physicians office.

For more information please call:
475-3121

Private art school is looking for a piano teacher.

Applicants should enjoy working with children of all ages and be experienced in group instruction.

Experience with Rhythmic instruments also an asset.

764-2579

- **CUSTOMER SERVICE/ORDER DESK**
Good people skills, a problem solving ability; someone trainable and promotable.
- **INT. ACCOUNTING CLERKS**
We have several A/R; A/P positions in the Scarborough and Markham areas. excellent benefit packages.
- **RECEPTION/TYPIST**
With happy disposition for professional environment. An opportunity to grow, will train on Word Processing.
- **ASSISTANT TO ACCOUNTANT**
Second or third year CMA for budgets, reports and balance sheets. Top benefits with excellent growth potential.

Anna Reinhardt & Associates Inc.
494-3376

Indescor Hydrodynamics Inc.

Indescor is a growing organization specializing in the field of high pressure water jetting systems used in cleaning, primary resources and construction sectors. We would like to meet applicants interested in the following opportunity:

OFFICE ASSISTANT

The individual's responsibilities will include: various secretarial and clerical duties using an IBM PC, processing/expediting work orders, telephone support, etc.

WP experience required. Exposure to Lotus 123 an asset.

The company offers a good remuneration package including benefits.

Send resume to: 210 Bradwick Dr., Concord, Ontario L4K 1K8.



PARKVIEW HOME requires

FULL TIME REGISTERED NURSE (Nights)

Domestic Help Wanted 550


HOUSEKEEPER, part time, required in Stouffville area to do light cleaning, some food preparation, and general household care. Hours flexible. Non-smoker. 640-8997.

Job Of The Week!

MARKETING SECRETARY

Secretary to VP of Marketing, for electronics firm in Markham. Exp. in Lotus 123 and Multimate word processing an asset, but will train. Mature attitude needed. \$21K.

884-6782



OFFICE ASSISTANCE LTD.

33 Arnold Cres., Richmond Hill

OFFICE CLERK Required

Must be a self-starter with some office experience, typing and word processing, shipping and receiving documentation. Must have own car. Located at Highway 7 and 404.

CALL 731-3450
Betty Reid

ORDER DESK

Electrical sales and marketing company in Markham requires a bright, responsible individual.

Duties will include all order desk functions as well as shipping/receiving.

For appointment call:
474-9403

SALES

We are seeking aggressive individuals in a rapidly growing industry to join our sales force. The candidates should be self starters with a strong business sense to play a key role in day-to-day operations.

Call for Appointment
Hall Tree Farms Inc.
727-1996

We will provide:

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

Interested persons please contact
Mrs. M. Wideman D.O.N.
481 Rupert Avenue
Stouffville, Ontario L4A 1T7
640-1911
— A Caring Place —

Domestic Help Available 555

NEED SOMEONE TO CLEAN YOUR HOME?

Reliable, bondable individuals. Reasonable rates. Can start immediately.

CALL 269-7636

RECEPTIONIST PERMANENT PART TIME

For Medical Office

General office experience, typing, pleasant telephone manner and flexibility required.

CALL
471-1916
for interview

PERSONALIZED CLEANING SERVICES - House cleaning to your specifications. Call evenings: 852-9273.

WORTH'S cleaning services available in home or office. References. Call Linda, today, 267-0136.

Snow Removal 740

B JAYS TRUCKING & SNOW PLOWING and property services. Lots cleared, laneways, factories, etc. 10% off Senior Citizens. Ask about our all season property service. Plow contracts invited. Call B Jay 852-6910.

Music Dancing & Dramatic Instruction 755

PRO tips with guitarist Sergio Gall. To register immediately for private lessons. Call Paul, 471-7311.

Private Tuitions/Schools 760

BEST TUTORING. We are here to help! Elementary and secondary subjects including French. Give us a call - 294-4244.

TUTORING in your home, all subjects, all levels. For a free brochure call We Care Tutorial Services Inc. 221-2001 or 736-7505.

Nursery Schools 765

CHECK - A - DEE DAY NURSERY - Quality day care at a reasonable price, 19 months to 5 years. Open 7 a.m. - 6 p.m. Educational programs. Hot noon meal. Qualified E.C.E. teachers. Gov't subsidy available. 640-6233

DAYCARE nursery school kindergarten is now accepting registrations for children between the ages of 18 months - 5½ years. Spaces are limited in both the full time and part time programs. Register soon. Childrens Auberg Academy, 201 Main St. N., Markham, 294-6072.