

Office Help

CALL US FIRST! 20 YEARS OF PLACING PEOPLE

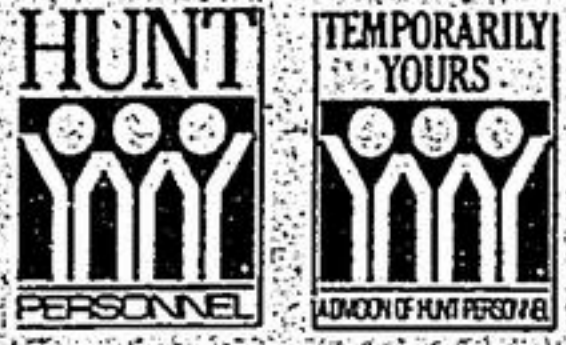
THINKING OF RETURNING TO THE WORK-FORCE?
ON A PERMANENT, TEMPORARY OR PART-TIME BASIS

You'll be in control — We'll help you make the right decision to suit your lifestyle — NO PRESSURE!

SALARIED CONSULTANTS!
FRIENDLY ATTITUDE!
NO COST TO YOU!

FOR MORE INFORMATION ON HOW TO GET STARTED...

TALK TO:
PEGGY OR LINDA (Permanent)
DIANA OR DEBBIE (Temporary)
477-7557



CALL US FIRST!
HUNT PERSONNEL SPECIALIZING in PERMANENT placements


To you the candidate, there is NO COST. Our high profile clients in the MARKHAM-NORTH SCARBOROUGH AREA pay for our expertise in finding good employees for them. These are job opportunities with excellent benefits, growth potential, in warm, friendly environments.

HERE ARE SOME EXAMPLES. CALL FOR MORE DETAILS ON OTHER AVAILABLE POSITIONS!

25,000	Executive Secretary reporting to the President WANG Word Processing Administrative Duties hi-profile company
18-19,000	Reception Plus small, but friendly office creative atmosphere accurate typing mature attitude
17-18,000	Junior Administrator willing to train lots of Customer Service min 40-50 wpm, young dynamic atmosphere
19-20,000	Receptionist/Typist 404 Hwy. 7 area small switchboard outgoing personality excellent benefits
20-22,000	Financial Statement Typist Professional Chartered Accountants firm strong, accurate typing WANG Word Processing
20-22,000	Secretary/Administrative large creative company report to Vice President Xerox 800 W/P eager to learn

WE can keep you hopping or 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 477-7557



Brownlee Personnel Services

- PERSONNEL ASSISTANT: Our personnel agency is looking for that multi-talented individual with strong secretarial and personnel skills. The ideal candidate will possess excellent communication skills, fast accurate typing (min. 60 wpm) and thrive in a busy environment requiring good organizational skills. Personnel exper. an asset: \$18-\$20,000.
- CREDIT & COLLECTION: A busy and challenging position which requires credit and collection experience. Woodbine/Steeles: \$19,000.
- SHIPPER & RECEIVER: The President of this rapidly expanding Computer Co. wants a bright, ambitious fellow who is PROMOTABLE. No "heavy" lifting required. \$18,000.
- BOOKKEEPER: C.A. firm needs experienced bookkeeper capable of taking books to trial balance and preparing financial statements. Knowledge of ACCPAC an asset. 1-2 yr. C.A. student preferred. \$20-\$25,000.
- COST & GENERAL ACCOUNTANT: Rapidly expanding Manuf. Co. requires a qualified Accountant to handle Standard Cost Estimates, Variance Analysis, Financial Reports etc. 3-4 level C.M.A./C.G.A. acceptable. Salary to \$25,000.

MANY OTHER POSITIONS AVAILABLE CALL TO-DAY

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

\$18K ORDER DESK FT/PT SWITCHBOARD/RECEPTIONIST SALES CLERK Retail (Max. to \$17K)

Doncaster Home Health Care Centre has the following positions available at its Steelcase/Woodbine location.

- Order Desk Person Experience preferred
- Switchboard/Receptionist Mitel experience preferred
- Sales Clerk For store location We offer competitive salaries and comprehensive benefits.

For more information, call Linda Thomas at 474-9245.


MARKHAM... TEMP

March Ahead In February

- RECEPTIONISTS
- DATA ENTRY OPERATORS
- CLERKS
- TYPISTS
- WP OPERATORS

Long & short-term positions available
Free Skill Improvement
Friday Pay
Statutory Holiday Pay
The Best Rates

MARKHAM
201 - 7030 Woodbine Ave. (at Steeles)
Call Avery (416) 470-0270



JOURNEY'S END MOTELS

Requires the following staff immediately

HOUSEKEEPERS

Apply in person to
8330 Woodbine Avenue (at Hwy. #7)
Markham, Ontario

RECEPTIONIST/TYPIST
Required for small Engineering Sales Office, in Gormley. Pleasant telephone manner, typing of quotations and general correspondence etc.
Apply to Mrs. Bailey 888-1164

LEGAL SECRETARY
Experienced for corporate/commercial. W/P and/or shorthand an asset. Woodbine-Steeles.
Mrs. Peacock 475-1266

PERSON FRIDAY

For busy Markham office at McCowan Road and Hwy #7
Excellent opportunity for advancement.

CALL 471-8690

ONROUTE SALESPERSON

Required to cater to the Musical Instrument industry. Start immediately (salary + commission).

CALL 471-8444

PRINTING - SALES/ACCOUNT REPRESENTATIVE

ASHTON-POTTER LIMITED has openings for Senior and Intermediate Sales representatives. We offer flexible remuneration and comprehensive company benefits, with excellent opportunities to grow at our new facility.

Please send your resume in confidence to:
Ashton-Potter
9010 Keele Street,
Concord, Ontario L4K 2N2
ATTENTION: Harvey Cooper
OR CALL 736-4234

ACCOUNT PAYABLE CLERK
Part time
9:00 am - 1:00 pm daily
STEELES/WARDEN AREA
475-8232

SECRETARY/RECEPTIONIST

Busy Real Estate office.
8:30 a.m. - 5:00 p.m.
Monday - Friday
Real Estate experience an asset.
497-1011

SWITCHBOARD
Evening/Part Time

Good typing skills and pleasant phone manner.

Please call NORMA CURRIE 294-1372

WANTED SALESPERSON

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

Contact Bob at HUTCHINSON FARM SUPPLY 640-2692

St Clair the paint and paper people

SALES PEOPLE REQUIRED

Part time days, flexible hours. Monday-Friday.
Flair for decorating, enjoys people contact. Will train.

CALL 294-4934
Sherwood Plaza

MEDICAL SECRETARY
Required by Family Physician in Unionville.
SKILLS: Excellent typing (50 w.p.m.), strong bookkeeping and organizational skills. Good public relations, pleasant telephone manner.
EXPERIENCE: Previous medical office experience preferred. Dictaphone, word processing/computer experience an asset.
QUALITIES: Flexible, positive and cheerful, confident, mature, dependable, initiator desired.
Full time position available. Tentative start date May 1, 1988. Smokefree office. Submit letter of application, comprehensive typed resume and 3 references.
DR. BILL DOBSON
8033 Kennedy Road
Unionville, Ontario L3R 2E5

Sales Co-Ordinator/Contract Administrator

Experience in automotive industry, an asset, or background in engineering drafting; inside sales of hardware, machinery or tool and die. Excellent opportunity for assertive individual who seeks challenging career in the auto industry.
884-6782



OFFICE ASSISTANCE LTD
33 Arnold Cres., Richmond Hill

PART TIME RECEPTIONIST

Required by busy Real Estate office to work one evening and Saturday.
If you have a pleasant personality, type 50 w.p.m. and enjoy dealing with people, please contact
ANN LEPIK 477-1270

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

Domestic Help Wanted 550

HOUSEKEEPER
Major MacKenzie/Warden Avenue, Unionville
Modern home with two professional tidy adults and no pets. Live-out position.
Hours: Monday to Friday, 9:00 a.m. to 5:00 p.m.
Applicants must be able to communicate in English. Must have a valid driver's licence and own transportation. Salary dependent upon qualifications and references, plus we offer benefit package and a car allowance.
Duties will include: general cleaning, laundry, grocery shopping, scheduling and supervising the outside services of carpet cleaners and snow removal services (NO cooking required).
To arrange an interview with the employer and a review of your qualifications please call:
Paula Rodrigues at 477-5916
between Monday-Friday, 9:00 a.m. to 5:00 p.m.

Friendly, outgoing personality required immediately for

RECEPTION/ TYPIST

position in busy Real Estate office.

CALL KAREN KANE 291-1773

RECEPTIONIST/TYPIST

A consulting engineering firm requires a permanent Receptionist/Typist with a minimum three years experience. Knowledge of keypunch operation an asset. Usual fringe benefits. Please apply in confidence to:
Dipen Mukherjee & Associates
1151 Denison St. Unit 11
Markham, Ontario L3R 3Y4

RECEPTIONIST/ TYPIST

For small office Steady position
475-6795

RETAIL SALES REPRESENTATIVE

- 2 years Advertising Sales experience
- an ability to achieve top sale targets
- an interest in selling an established, glossy 4-colour, lifestyles magazine

FOCUS ON YORK requires a self-motivated individual to join its expanding retail sales team.
If you have the above qualifications, you could join our successful retail sales team.
Please call Heather McHale 474-5050

Domestic Help Available 555

NEED SOMEONE TO CLEAN YOUR HOME?
Reliable, bondable individuals. Reasonable rates. Can start immediately.
CALL 269-7636

RECEPTIONIST

To answer phones, must have good telephone manner. Some typing. Training on computers provided.

CALL 477-2818

Scotiabank THE BANK OF NOVA SCOTIA

requires

- PART TIME CHEQUE ENCODER

Monday-Friday 1-5 p.m.
No experience Required
Inquiries to Ken Walton 475-6400

DATA ENTRY OPERATOR
Required by
WHITE ROSE CRAFTS & NURSERY SALES LTD.
4038 Hwy #7
Unionville, Ontario L3R 2L5
Send resume to J. Sullivan at the above address

PART-TIME CERTIFIED DENTAL ASSISTANT
Required
Call 294-9905

Requires Part time
PARAMEDICAL - R.N.

Must be willing to do PHLEBOTOMIES. Complete training given, no recent hospital experience necessary, car essential. Position for YORK REGION AREA.
Call Ann Byer between 9:30 a.m. and 5:00 p.m. at 481-3349

E.C.E. TEACHERS
Required immediately and for May. Also supply teachers. Also teachers helpers - will train.
CHIP AND DALE DAYCARE 649-2315

E.C.E. for KINDERGARTEN CLASS & ASSISTANT TEACHERS
Warden / Steeles
Good salary and full O.H.L.P.
475-1717

E.C.E. With Experience for ASSISTANT SUPERVISOR POSITION
Substantial salary plus benefits.
For appointment call:
UNIONVILLE DAY CARE CENTRE 477-4778

PONDSIDE Co-op in Unionville Village requires E.C.E. supervisor / teacher for September. Benefits. Call 477-3991.

Domestic Help Available 555
WORTH'S cleaning services available in home or office. References. Call Linda, today, 267-0136.

MAN WITH CHAIN SAW
for hire
Also other odd jobs - Brick & Block work
640-8321 or 640-1407

Home Improvements 700
CARPENTRY - Quality workmanship at a fair price. Basement finishing a specialty. Call for a free quote. 642-2000.

Music Dancing & Dramatic Instruction 755

LEARN PRO TIPS
From Celebrity Guitarist Sergio Gall
For private lessons
Call Brooks Music Studio 471-7311