

**CONTACT PERSONNEL GROUP**

**DISTRICT CO-ORDINATOR Markham**

A top supplier of office equipment is looking for a team player who is well organized and can prioritize his/her work. This individual will perform and coordinate all administrative functions of a small field sales and service office and assist the District Manager and sales personnel in meeting quotas. Duties will involve:

- Inventory control
- Service administration
- Order processing
- Credit/collections
- Accounts receivable
- General office management

This position offers an excellent salary, full benefits and room for advancement.

Contact - Personnel

Claire Haas

1-897-1260

**CO-ORDINATOR/RECEPTIONIST**

Leasing company, Markham area, requires self-motivated, quick learner with accurate typing skills. Responsibilities include, answering telephone & general secretarial duties. Offer on the job training, but experience an asset. Good Benefits. Please forward resume to 67 Yonge Street, 16th Floor, Toronto, Ontario, M5E 1J8. Attn: Ms. K. Hutchinson

367-9244

**Family Trust Inc. ACCOUNTING SECRETARY**

Required for large Real Estate and Financial Services Company located in Markham. We are looking for a mature person who can cope with a variety of situations and able to deal with people. Must have experience on P.C. and W.P. with an understanding of spreadsheet packages. Dictaphone experience necessary. NON SMOKING OFFICE.

For appointment call CAROL ORR 294-1310

Family Trust Corporation

**JUNIOR CLERK**

Required for small Markham business. Some booking experience preferred, but will train.

Call KAREN for appointment 477-7111



Requires a Full Time Staff Member to join our Financial Service Operation in Markham.

This is an entry level position as a customer service representative with ample opportunity for future growth. Previous banking experience would be an asset.

CALL: CRYSTAL HILDEBRAND 294-4405 or 480-0393

8 WELLINGTON STREET, WEST MARKHAM L3P 1A2

**Opportunity for QUALIFIED REAL ESTATE MANAGER**

to grow with progressive company. Must be excellent communicator. This is a ground floor opportunity for the right person. Experience in new home sales as well as resale would be an asset. Send resume to:

Ms. Cheryl Daniel  
GOLD HILL REALTY LIMITED  
P.O. Box 2130 Station "B"  
Richmond Hill, Ontario L4E 1A3

**Allstate OFFICE CAREER OPPORTUNITIES**

Are you looking for a career in a large and respected company? Allstate has available full time typist, word processor, data processor and record clerk positions in our Markham head office.

It may be time for a fresh start and Allstate has the opportunities. Available are full time Data Processors and Record Clerks positions in our Markham Head office. Allstate offers an attractive starting salary and a full range of company benefits, including profit sharing. The successful candidate will have a minimum of 35 wpm typing.

KEN ROUGHTON 475-4571

ALLSTATE INSURANCE COMPANY OF CANADA

**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 1B9

**EXPERIENCED SMALL ENGINE EQUIPMENT MECHANIC**

required. We offer competitive wages and a full benefit package.

Contact Dave Munro  
MARKHAM FORD EQUIPMENT  
294-8333

**PERSON FRIDAY**

We require a bright, courteous, capable individual to be responsible for secretarial, clerical and general office duties. Willing to train. We are a busy, non-smoking environment.

CALL JEFF

475-6051

**RECEPTIONIST**

Needed for Markham doctor's office.

Full time / part time, full days - Monday and Thursday. Option of third full day or two half days per week. Must be reliable.

REPLY: M.E.C.

Box 416, Markham  
L3P 3J8

**Earn & Have Fun While Your Children Are In School**

We are a fast-growing exciting company located in North Scarborough. We are looking for dependable people to sell children's books to elementary schools across Canada by telephone.

You will receive a salary plus commission along with bonuses and incentives. Previous phone sales not necessary.

Hours: 8:30 a.m. to 3:30 p.m., Monday through Friday, summers off, plus a Christmas break. For further information, call Pat

GREAT OWL BOOK FAIRS  
298-8344

**VIDEO SALES**

POSITION AVAILABLE

At Records on Wheels, head office. Energetic individuals may phone:

475-3550

For further information



Is selecting Sales Reps, female/male who can build repeat business client base with exclusive high demand visual planning and presentation products.

Focused marketing, protected area, show-room.

- Full training & support
- High commission, • Bonus & benefits

Call for appointment 479-7526, Al Brewer

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GREAT OWL BOOK FAIRS  
298-8344

**Mature Part time SALESPERSON**

Wanted for Canadiana Curtains 202 Main Street Unionville

Sales and/or decorating experience an asset. 3 days per week including every other weekend.

PHONE 475-1099

**Outstanding Sales Opportunity**

**SUPERWINDOW INC.** has a sales position open in its Markham window store. This is a superb opportunity to become associated with Canada's most dynamic, fastest growing, window manufacturer. We offer high earning potential coupled with excellent opportunities for advancement. No travelling required. What is necessary is an enthusiastic attitude and an ability to sell a quality product.

Superwindow Inc.

A VICTOR COMPANY  
Call Ron Taylor at 754-2874

**The Scarborough Mirror**

**PART TIME SALES PERSON**

Required to work 3 days per week for our Telemarketing Department.

Duties include marketing new and ongoing features.

The successful candidate will possess excellent telephone manner and enjoy dealing with the public.

This position offers salary, commission and is an excellent opportunity for the right person.

For an interview please call DEAN BURTON

292-6366  
Monday-Friday  
between 9am - 5 pm



Thrifty's Canada's leading Young Mens and Ladies

Jeanswear Chain has immediate openings for

**ASSISTANT MANAGERS**

and **FULL TIME SALES PEOPLE.**

Please apply in person at the following locations:

EGLINTON SQUARE

SCARBOROUGH TOWN CENTRE

CEDARBRAE MALL

MORNINGSIDE MALL

MARKVILLE SHOPPING CENTRE

PICKERING TOWN CENTRE



**MARKHAM DODGE CHRYSLER**

**RARE OCCASION**

We Require A

**SALES & LEASING REPRESENTATIVE**

To market the fine line of Chrysler Cars & Trucks

APPLY TO BOB LUDGATE or JAMES WONG

Call For Personal Interview

471-1500

Quality products. Quality service. Quality people.

**If you are the best - come sell the best**

We seek sales people to sell Motorola's cellular communications products in a fast paced marketplace.

If you are a successful salesperson... If you are looking for an exciting product line, a challenge and a company without equal... then contact Ron Anderson, District Sales Manager at 890-0640 or 460-7890 or send your resume to him at 5730 Coopers Avenue - Unit 31, Mississauga, Ontario L4Z 2E9



**MOTOROLA CANADA LIMITED**

Motorola is an equity employer

**SALES REPRESENTATIVE**

Simcoe Transit Company, a growing School Bus Transportation Firm in the Markham/Richmond Hill area has a new opportunity for a sales employment opportunities to prospective employees. Simcoe offers a competitive salary and incentive package. Please send detailed resume stating salary expectations to:

ALBERTA WITLUK  
Operations Manager  
Simcoe Transit Co.  
12 Cardico Dr.  
Gormley, Ont. L0H 1G0

Hospital, Medical, Dental

535

**DENTAL OFFICE RECEPTIONIST**

Full time. Monday - Friday, 8:30 - 5:00. For Periodontist's and Oral & Maxillofacial surgeon's office in Unionville.

479-1797

**RETIREMENT CENTRE**

Requires

**Experienced Home-makers, or Nurses Aides.**

For the Richmond Hill and Markham area.

Call Collect

427-8659

**DENTAL OFFICE RECEPTIONIST**

Mature, full time receptionist required for busy Markham dental office.

Apply to P.O. Box 4341 Markham Economist & Sun 9 Heritage Road Markham, Ont. L3P 1M3

Employment Wanted

570

**MAN WITH CHAIN SAW**

for hire

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

Hotel/Restaurant

540

**HELP WANTED DAY DISHWASHER WAITRESS/ WAITER PART-TIME KITCHEN HELP**

Checkerberries 881-7240 Don Mills/ John Street

**RICHMONDS RESTAURANT**

Location Hwy. 404 & 7 requires

- DAY DISHWASHER Full Time
- WAITERS/WAITRESSES TOP WAGES

High profile business park 30 EAST BEAVER CREEK ROAD 764-6066

**WAITRESS/ WAITER**

required Full Time

STOUFFVILLE FISH & CHIPS & SEAFOOD 640-1732 Ask for Jerry

Teaching Opportunities

545

**E.C.E. TEACHER**

Required for Ballantrae Child Care 640-2152

PONDSIDE Co-op in Unionville Village requires E.C.E. supervisor / teacher for September. Benefits. Call 477-3591.

Domestic Help Wanted

550

HOMEMAKER/Companion, live-in for elderly lady. To start immediately in Aurora. References. 888-1711.

Domestic Help Available

555

AAA \*\*\* KELLY KARE - House Cleaning Services. Thorough, reliable, quality controlled. 471-0239.