

**CLERICAL ASSISTANT**

Full time position offering attractive company benefits. Person with typing and an aptitude for figures required.

Please call  
**JACKIE SULLIVAN at 477-3330**  
**WHITE ROSE CRAFTS & NURSERY SALES LTD.**  
4038 Highway #7  
Unionville, Ontario

Highway #7 and 404 area  
**SECRETARY/RECEPTIONIST**

Mortgage Broker requires self-motivated secretary/receptionist for branch office.

Pleasant telephone manner, accurate typing and an aptitude for figures a must.

CALL MR. BYER  
**731-4242**

**Economist & Sun**

We have an immediate opening for 2 positions:

- ACCOUNTS PAYABLE CLERK
- INVOICING CLERK

The successful candidates should have some previous experience and a general knowledge of office procedures.

We offer excellent company benefits.

Non-smoking office.

For interviews please call  
**294-2200**  
**Chris Bertram**  
Office Manager

**SECRETARY/RECEPTIONIST REQUIRED**

For small electronics firm to handle general office duties.

Must have good typing skills, pleasant telephone manner and knowledge of word processing a definite asset.

For an appointment call  
**477-6950**

**TCI**

**RECEPTIONIST/TYPIST**

We are a newly formed company selling telephone systems and expanding rapidly. We required a person with a pleasant telephone manner, neat appearance and good typing skills. IBM Wordperfect a plus, but we are willing to train the right person. Excellent benefits package offered. Salary to be negotiated on previous work experience and skills.

If you feel you fit the above requirements, please call:

**BRENDA DENEWETH at**  
**470-6060**

To make arrangements for an interview

We are a Mini Business Computer company in the Warden & Steeles area.

**ACCOUNTS RECEIVABLE/PAYABLE CLERK**

Collections by phone and letter, posting cash, accounts payable and cheques on a computerized accounting system. The person should be a self-starter and have good organizational skills. Must be assertive and have excellent communication skills (verbal & written). Post secondary accounting courses an asset. Collection experience a must. Salary commensurate with experience. Excellent benefit package.

Call **RUTH, 475-3450**  
**QANTEL CANADA INC.**

**SECRETARY**

**60 + w.p.m.**

Flexible schedule 1-3 days per week, depending on work load.

**764-8100**  
(Leslie St./Hwy. #7 area)



**SWITCHBOARD OPERATOR**

**PART TIME MORNINGS**

Must have pleasant telephone manner and typing skills.

Please call  
**Betty Webber**  
**294-1372**

**DATA ENTRY/INVENTORY CONTROL CLERK**

required

For an appointment  
CALL  
**294-3700**

Opportunity for **QUALIFIED REAL ESTATE MANAGER** to grow with progressive company.

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

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



**MARKHAM BUSINESS & PERSONNEL SERVICES INC.**  
Thornhill Square, 300 John Street  
Suite 404, Thornhill, Ontario L3T 3W4

We urgently require Staff for the following positions:

**Sales Secretary** - Energetic person to handle phone correspondence, D/E, some W/P, dicta and filing. Accuracy and good telephone manner essential. Excellent working conditions. Competitive salary. Opportunity for advancement. Thornhill location.

**Purchasing Dept.** in large Thornhill company requires a good typist familiar with processing P.O.'s and invoices.

**Secretary/Dicta Typist.** For small insurance office in 404/Hwy. 7 area. Good salary and benefits. Friendly smoke free environment.

**764-3845**

**OFFICE MANAGER**

Office Manager/Secretary needed in an insurance office in North Scarborough. Prior office experience an asset.

CALL **RALPH**  
**297-6070**

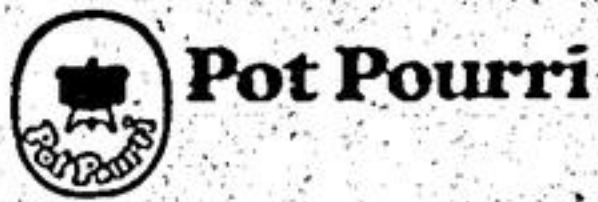
**PSI CANADA LTD.**

requires a

**Part time SECRETARY/ACCOUNTANT**

Immediate opening for person with P.C. skills and small office accounting. Salary and hours negotiable. Opportunity for full time.

CALL  
**475-3999**



**Accounting Clerk**

We have an immediate opening for an individual who possess a strong accounting background preferably with 2 to 3 years retail accounting experience.

Knowledge of a computerized system is a definite asset.

Call to arrange an interview.

**475-1095**

**SECRETARIAL POSITION**

Available at Markham Publishing company.

Contact  
**BOB HOUGHTON**  
**477-0030**

**Secretary/Receptionist**

Required by Residential Home Builder.

Full-time position would suit bright junior with excellent skills.

Office located in Concord. Please call after 10 am., for an appointment.

**738-4890**

Sales Help & Agents 530

**FULL TIME SALES POSITIONS**

Required for a Specialty Retail Division. Available immediately.

IN MARKHAM  
**SUPERCENTRE MALL**

Please contact  
**STORE MANAGER**  
**479-6207 or**  
**477-1284**

**MATURE SALES HELP**

Wanted for children's boutique. Experience preferred.

Please contact  
**Annelies at**  
**471-7476**

**PRODUCT**

**DEMONSTRATORS**

For food and beverage. Good wages, experience preferred, but will train.

CALL  
**235-1188**

**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 VICOBY COMPANY  
Call Ron Taylor at 754-2874

**Retail Assistant Manager**

Immediate opening for responsible person. Experience in fashion retail. We will train the right person. Apply in person or call.

**Dolan Shoes**  
Promenade Mall  
**764-0766**  
Hillcrest Mall  
**884-0175**

**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

**RECEPTIONIST/HEALTH CARE ASSISTANT**

Mature, responsible individual who enjoys dealing with people, to work in a unique natural health clinic in Markham / Unionville.

Please call  
**ROZALIN or AUGUSTA**  
**470-2626**

**STAFF NURSES LOCUM POSITIONS**

Applications are being received for term staff nurse positions May 2, September 30, 1988.

Must have current nursing registration, recent medical / surgical experience and own car available for work.

Please forward resume by April 1, 1988 to:

**Mrs. Joan Anderson, VON**  
York Branch  
55 Yonge Street South  
Aurora, Ontario  
L4G 1M1

Hospital, Medical, Dental

535



**MEDICAL SECRETARY/RECEPTIONIST FULL AND PART TIME**

For a busy practice in beautiful new surroundings.

This position is perfect for mature individuals wishing to re-enter the workforce or a person who prefers working in a flexible environment.

You are a high energy, self disciplined worker who pays attention to detail and enjoys meeting people. You also appreciate nice working conditions and fellow employees who function as a team.

You possess good typing skills, math skills, and present a professional image. You have strong verbal skills and a sense of urgency.

CALL **KATHY at 470-2440**  
to arrange an interview

**PARTICIPATION HOUSE**

Markham

requires.

**RESIDENT CARE AIDE**  
Part Time

Call **Lynn Wasyluk**  
**294-0944**

**COLLECTIONS CLERK**

Atlantic Packaging Products Ltd. (Scarborough) is a successful and expanding manufacturer of a wide range of packaging materials and consumer products. Due to our expansion, our credit department currently has a need for two collection clerks.

Display your talents as a collector while enjoying full responsibility for customer and inter-office contact, adjustments, and reconciliations of accounts. Hopefully, you possess 1 to 3 years experience from a computerized environment. Bilingualism (English/French) would be a definite asset.

This position would be of interest to an enthusiastic, achievement-oriented individual with strong communication skills. In exchange, we offer professional development, a competitive salary and a generous range of company paid benefits.

Interested? Please give us a call at:

**298-4164 — 298-4166!**

Hotel/Restaurant 540

**COOK**  
For Friday, Saturday & Sunday - May to December for classy banquets. Also help required for food and beverage.

**CLAREMONT 4 SEASONS COUNTRY CLUB**  
**649-2436**

Hotel/Restaurant 540



**RESTAURANT**

We are looking for experienced waiter/waitresses. Experience in fine dining service essential.

CALL  
**640-4462**



- BUSPERSONS
- DISHWASHERS
- WAITERS/WAITRESSES

Also, now accepting applications for summer employment.

477-5057  
GOTFRIED or MARTINE

**WAITRESS/WAITER**

required  
Full Time  
Stouffville Fish & Chips & Seafood  
640-1732  
Ask for Jerry

**WILSON HOUSE RESTAURANT**

requires a  
**FULL TIME DISHWASHER**  
Night Shift

Contact  
**THE CHEF**  
**471-1772**