

Office Help

JUNIOR SECRETARY

Markham computer company requires a bright, enthusiastic person with a pleasant telephone manner to work in a busy Sales Department. Word perfect or Lotus experience helpful.

CALL
MRS. MATHARU 474-1719

WORK CLOSE TO HOME

Our Beaver Creek client, currently expanding, is offering several entry level positions with excellent growth potential. Good benefits. Car essential.

- JR. A/R/P CLERKS — to \$19,000
- JR. RECEPTIONISTS — 35 wpm minimal typing. \$15-\$16,000.
- JR. DATA ENTRY CLERKS — \$15,000+.

For more information about these, or any other positions we may have available, please call Sue 764-6344.



Placing You First

NEEDED IMMEDIATELY

Self-motivated individuals to assist in incoming mail department. Work involves sorting, encoding, balancing cash flow.

Location in Markham near Warden/Steeles.

For interview call
477-4420

PERSON FRIDAY

Small growing office - Warden/Steeles area, requires person with excellent telephone manner, typing. Computer knowledge an asset. Excellent potential for advancement. Starting salary \$15,000.00 to \$18,000.00.

PRIORITY MANAGEMENT
477-1053

PharmaCommunications

A local marketing and advertising firm requires the services of a:

BILINGUAL RECEPTIONIST

This position is in the Highway 48 & 7 area.

For further information, please call
Judi McIntyre at 471-1289

* This is a non-smoking office *

RECEPTIONIST/SECRETARY

If you enjoy meeting the challenges of a fast paced, high technology environment then this opportunity with Motorola Canada Limited, Dec Scan Division is for you.

Main responsibilities will include word processing, typing, relief switchboard/reception and other secretarial duties. 1-2 years experience and knowledge of Word perfect are preferred. We offer a competitive salary and comprehensive benefits.

Please apply to Agnes Van Haeren
Motorola Canada Limited
3125 Steeles Ave. E. North York M2H 2H6
499-1441



MOTOROLA CANADA LIMITED
"An equity employer"

CLERK

Required for expanding company. Aptitude for figures, filing and general office duties are assets.

Apply in person to
J. SULLIVAN
WHITE ROSE CRAFTS & NURSERY SALES LTD.
4038 Highway #7
Unionville, Ontario

BEGIN A CAREER IN HIGH-TECH!

A major Markham distributor has entry level openings in the following departments:

OFFICE ASSISTANT
CUSTOMER SERVICE
WAREHOUSING

You are an enthusiastic, motivated individual, capable of performing as part of an exceptional team of quality-minded people.

Your efficiency, dedication and personable outlook will help you succeed in this fast-paced exciting environment.

PLEASE CONTACT
Miss E. Thomas
475-4064

EXPERIENCED SECRETARY

We have an immediate opening for a well organized individual with accurate typing and excellent verbal and written communication skills.

Please contact: Marlene Tullett
PITMAN MANUFACTURING CO. INC.
7400 Woodbine Avenue
Markham, Ontario L3R 1A6
475-1211

525

Northern Devices, a new manufacturer of electro mechanical products located in Scarborough, requires two seasoned individuals to man our busy **SWITCHBOARD** and **RECEPTION** area on a part time, half day basis, covering 7:30 a.m. to 5:30 p.m.

Candidates must possess an excellent telephone manner, an ever-pleasant personality and good typing skills. Previous switchboard experience is a must.

Qualified applicants please contact:

Carole Cameron
754-0689

16th Avenue/Woodbine
OFFICE CLERK

We have an opening for a friendly, outgoing personality. Position description includes: data entry, filing, secretarial and reception activities.

Start date: IMMEDIATELY.

CALL BOB
475-2885

ACCOUNTS PAYABLE

Telecommunication company requires accounts payable clerk.

Steeles/Warden area
Call Sandra Evans
475-1693

JUNIOR CLERK

Position open for Junior position in our office. Duties include incoming and outgoing mail, separation of computer printed invoices, operation of fax machines, etc. Only experience required is typing.

Full company paid benefits package and advancement opportunities. Please submit application for consideration to:

Mrs. D.M. Gillespie
C & M PRODUCTS LIMITED
189 Bullock Drive
Markham, Ontario L3P 1W4
* NO Phone calls please *

Sales Help & Agents

530

SALES SERVICE DEPT.

Large manufacturer in Markham has an opening for a mature person with pleasant telephone manner.

Excellent full company paid benefits package and advancement opportunities.

Please submit application for consideration to:

Mrs. D.M. Gillespie
C & M PRODUCTS LIMITED
189 Bullock Drive
Markham, Ontario L3P 1W4
* NO Phone calls please *

SALESPERSON

Almira Furniture Co. in Unionville requires a professional person with a minimum 3 years experience in retail sales. Potential candidates would appreciate the opportunity to be involved in this unique furniture gallery. We offer commission, salary and complete benefit package.

Telephone
IRIS WHEELER
477-5524

SALESPERSON

Male/Female

For expanding Cellular Phone business in Markham area.

CALL
294-6492

Economist & Sun

TELEMARKETER
Part Time

Busy community newspaper has an opening for an aggressive, enthusiastic self-starter.

Duties will include selling on-going features and soliciting new projects. Flexible day-time hours - 20 hours per week.

Salary plus commission. For interview please call:
294-2200
Debra Weller
Classified Advertising Manager

Full Time DRAPERY SALES HELP

Pleasant working condition with benefits.

Apply to
MRS. ARNOLD
475-6919

Sales Help & Agents

530



INSIDE SALES REPRESENTATIVE "PERMANENT"

Atlantic Packaging Products Limited (Scarborough) is seeking a self-motivated, assertive individual who would be interested in building a long term career in our busy Sales Service Department. You possess excellent communication and organizational skills and are definitely a "People Person." This position would be of interest either to those planning to return to the work force, or to those with sales experience. Atlantic offers an excellent salary and benefit package. Join a company on the move! Call us now!
298-4164 — 298-4166

Hospital, Medical, Dental

535

DIETARY AIDE

Full time dietary aide required immediately for small health care facility.

CALL
294-7748

-DENTAL ASSISTANT & RECEPTIONIST

For new office on Steeles & Middlefield. Certified and experienced an asset. Full time, 8:30 a.m. - 5:00 p.m., Monday to Friday and part time 4:00 p.m. - 8:00 p.m., Monday to Friday and Saturday.

CALL 266-6555

DR. KEVIN F. BROWN
1 Raymerville Dr.
MARKHAM

DENTAL RECEPTIONIST

To join modern family practice. Enthusiastic, career minded individual who enjoys dentistry in a progressive team oriented atmosphere. Full time, experienced.

294-4700

R.N./
R.N.A.

With Med Course

GREEN GABLES MANOR, Stouffville has an opening for one full time or several part time R.N.'s / R.N.A.'s on the evening shift, 3-11 p.m. Attractive salary and benefits package.

640-1310

REGISTERED X-RAY TECHNICIAN EVENINGS

At Finch/Kennedy office. Call:

between 9am & 5pm
292-1505

RNA'S and Guest Attendants

Needed immediately for local retirement home. Please call collect.

427-8659

Hotel/Restaurant

540

FULL AND PART-TIME COOK
FULL-TIME WAITRESS/ WAIER
FULL-TIME DISHWASHER

Checkerberries
881-7240
Don Mills/
John Street

Hotel/Restaurant

540



We are looking for experienced waiter/waitresses for our new Restaurant.

642-0087

RICHMONDS RESTAURANT

requires

- DAY DISHWASHER Full Time
- DAY LINE COOK 7 am - 3 pm

TOP WAGES
764-6066



requires

- BUSPERSONS
- DISHWASHERS
- WAITERS/WAITRESSES

Also, now accepting applications for summer employment.
477-5057
GOTTFRIED or MARTINE

Teaching Opportunities

545

E.C.E. TEACHERS

Or Teachers in training. Good salary and benefits. North Pickering. Call Claremont:
649-2315

Domestic Help Available

555

AN experienced house cleaner will clean your home for a reasonable cost. References: Please call (416) 473-1934 (ask for Teresa).

CHOICE NANNIES

Personally screened; overseas from Sweden.

234-5105 or
532-3481

VILLAGE MAID: Housecleaning on a regular basis. Personable and dependable. See the difference. 294-8209.

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

CLEANING lady required, part time in Stouffville, excellent wages, flexible hours. Call Diane, 865-1804.

Part Time Seasonal Help

560



SUMMER EMPLOYMENT

Students interested in working in Labour type positions this summer in the Parks and Recreation Department commencing in May, 1988, are requested to submit employment applications or resumes.

Applicants should have previous related parks maintenance experience but not a must. Communication skills and general knowledge at a post secondary school level.

Hourly Rate: \$6.25 + .25 cents per hour upon completion of summer work term.

Only applicants selected for interviews will be contacted.

Human Resources Assistant
Town of Richmond Hill
10266 Yonge Street
P. O. Box 300
Richmond Hill, Ontario
L4C 4Y5

Employment Wanted

570

GROUNDKEEPER

25 years experience seeks position on an estate with house supplied. Experienced with horses and farm equipment. References. Call:

BARRY
416-859-3892

Private Tuitions/Schools

760

BESTY 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 Tutoring Services Inc. 221-2001 or 736-7505.