

Office Help

525

**PURCHASING CLERK**  
 Required by a leading soft drink equipment manufacturer. Must have at least 3 years experience in data entry, expediting and other purchasing environment duties. If you are result oriented, self-motivated and a team player, please submit your resume in confidence to:  
**PURCHASING MANAGER**  
**HABCO Beverage Systems Inc.**  
 160 Bullock Drive  
 Markham, Ontario L3P 1W2

**RECEPTIONIST/SECRETARY**  
 Required for growing importer in Beaver Creek, (Hwy. #7 & 404 area) with good typing and communication skills.  
 Please call  
**David Markovic**  
**QUALITY CRYSTALS CO.**  
 35 East Beaver Creek  
 Richmond Hill  
 764-0777

**RECEPTION/ORDER DESK CLERK**  
 required immediately  
 Duties to include: reception, order desk and light bookkeeping. Pleasant work conditions, good benefits. Salary commensurate with experience.  
 Call **MARGARET**  
 475-0185

**RECEPTIONIST/TYPIST**  
 Required immediately for Paving Contractor with offices at Woodbine & Hwy. #7. Bright, bubbly personality, good typing speed, word processing experience preferred. Winters off to enjoy as you please. Congenial, non-smoking office.  
 Please call between 8:30 - 5:00  
**479-4111**

**ACCOUNTING TRAINEE**  
 Required by wholesaler in Leslie / Hwy. #7 area. Pleasant, willing to learn, good aptitude for figures.  
 CALL 764-1555  
 Ask for Denise

**ACCOUNT MANAGER**  
 Markham Consulting Engineering Firm requires an experienced Financial Controller. Must be capable of handling a complete set of books, prepare trial balance, monthly computerized billings, aged accounts, accounts payable, payroll, one write system. Account management duties will involve internal reports for project progress, fees vs time expended vs work remaining, work / man hour summaries, etc. Knowledge of utilizing commercially available computer program an asset.  
 Send resume to  
**McGregor-Allsop Ltd.**  
 64 Bullock Drive  
 Markham, Ontario L3P 3P2

**JUNIOR PURCHASING CLERK**  
 We have an opening in our Purchasing Department for someone who:  
 • Is an accurate typist.  
 • Has knowledge of computer order entry.  
 Those qualified please forward resume to:  
 Industrial Relations Department,  
**CROWN CORK & SEAL CANADA INC.,**  
 7900 Keele St., Concord, L4K 2A3

**MARKHAM BUSINESS & PERSONNEL SERVICES INC.**  
 LEGAL 2 Legal Secretaries needed, 1 with 4 years Real Estate experience the other with Legal training in Corporate, Commercial, Estate etc.  
 RUN THE SHOW! Admin. Office Manager for a Professional Association, 3 days per week. St. Clair / Avenue Rd. location. Excellent salary and terrific working conditions.  
**AURORA BUSINESS & PERSONNEL SERVICES INC.**  
 841-0440  
 764-3845

**RECEPTIONIST**  
 For busy office, permanent position, in Stouffville. 30 hours per week, good wages.  
 Send resume to  
 Box 1089  
 Stouffville, L4A 8A1  
**RECEPTIONIST/ OFFICE CLERK**  
 With pleasant telephone manner, general office skills required to work in a non-smoking environment, excellent salary. Leslie and #7.  
**889-5099**

**RECEPTIONIST**  
 We are looking for a bright, energetic candidate with a pleasant telephone manner. Some typing required. Leslie/Hwy. 7 area. Salary \$16,000. plus benefits.  
 Sharon  
 764-8620

**JR. SECRETARIAL POSITION AVAILABLE**  
 Looking for an individual who is a self-starter. Willing to be trained on a computer and has creative ideas; good telephone manner and good typing skills a must. Salary negotiable.  
 Resume  
**CATHERINE PROVOST**  
 33 Main Street  
 Unionville L3R 2E5  
 479-5263

**ACCOUNTING CLERK/TYPIST**  
 Local manufacturing company has immediate opening for Accounting Clerk/Typist. Successful applicant will be required to prepare and process accounts payable and/or receivables, assist in month end closing, type reports, invoices, and various other documents and file maintenance. Comfortable use of personal computers a definite asset. Qualified applicants apply by resume to:  
**EXCEL METALCRAFT LTD.**  
 Human Resources Manager  
 Box 70  
 Aurora, Ont. L4G 3H1

**SECRETARY/ RECEPTIONIST**  
 For firm of Chartered Accountants in Markham.  
 CALL  
**479-2900**

**RECEPTIONIST/ ASSISTANT**  
 Required for busy Health Practitioners office. Looking for energetic and motivated person. Computer skills useful. Some evenings involved.  
 CALL  
**640-5679**

Sales Help & Agents 530

**Allstate**  
**NEWMARKET JOB FAIR**  
 At ALLSTATE we are looking forward to meeting you at the Newmarket Career Fair, on May 11, 12, 13 at the Newmarket Recreation Complex. Allstate really is "a place to grow" with our numerous career opportunities available at our Canadian Corporate Head Office in Markham. Opportunities exist in Entry Level management and Technical areas as well as a number of clerical positions. In addition ALLSTATE has a number of sales openings in Newmarket, Barrie, Toronto and Mississauga. The "Good Hands People" are ready to discuss career opportunities at our Career Booth.

**Economist & Sun**  
 The Advertising Department of the Economist and Sun has the following positions available.  
**SALES REPRESENTATIVE**  
 Our busy local newspaper has an opening for an energetic sales representative. Duties will involve opening and servicing new accounts in a rapidly expanding market. Salary, commission and car allowance. Applicants with sales experience should call:  
 Charles Canning at 294-2200 or send resume to  
**ECONOMIST & SUN**  
 ATT: CHARLES CANNING  
 9 HERITAGE ROAD  
 MARKHAM, ONT. L3P 1M3

Hospital, Medical, Dental 535

**DENTAL RECEPTIONIST**  
 Part time position in Unionville office. Experience preferred.  
 CALL  
**475-5673**

**DENTAL ASSISTANT**  
 Full time days Monday-Friday X-ray certified  
 CALL  
**475-7600**  
 887-1300  
 (Evenings & weekends)

**DENTAL ASSISTANT**  
 We are a family oriented general dental practice in Markham seeking a full time dental assistant. Duties will include: chair side assisting, patient processing and some reception duties.  
 CALL 471-1377  
 Dr. Bruce Milne/  
 Dr. Paul Atcheson

**MEDICAL SECRETARY**  
 Required for dermatologist in Richmond Hill. Experience in typing required.  
 Send resume to  
 Box 4353  
 c/o Markham Economist & Sun  
 9 Heritage Road  
 Markham, Ontario  
 L3P 1M3

**RECEPTIONIST**  
 required for Medical Clinic  
 Doctors' office experience helpful but not essential. Must be willing to serve public.  
 Call  
**CAROL BURROWS**  
 479-6666

Employment Wanted 570

**SENIOR STUDENT** seeking part-time now, full-time summer employment. Experienced in data entry, filing, organization, photography, receptionist and clerical duties. Well groomed. References.  
 294-6179

Sales Help & Agents 530

**BOUQUET LA CHERI EXPERIENCED MATURE SALES PERSON**  
 Part time 20 hours ONLY  
 Call MARY for appointment  
**475-2037**

**HOUSE OF KNIVES**  
 Is accepting applications for Manager at our Towne & Country location and also part-time at our Markville location. Please apply in person.

**IDEAL WATER SERVICES**  
 Wants Winners Full or Part time  
 Everyone needs pure, clear water. We have it inexpensively. Huge demand, fill orders. Extremely profitable.  
**JOIN OUR TEAM NOW!**  
 Details  
**479-6529**

**Palma Brava**  
**FULL TIME SALES PERSON**  
 Required for high end furniture store in Markham Village. Design background essential.  
 CALL  
**1-896-2033**

**STOP - HELP NEEDED.** Part time Rawleigh Distributors. Men, Women, Couples. No experience necessary. Service customers in your community. Excellent earning potential. Fastest growing sales company in Canada. Best sales plan ever. Bonus and incentives. Very little investment. Call collect. 519-627-1337.

**WOODCRAFT FULL & PART TIME SALES STAFF**  
 Required for Markham Road & Steeles store. Call to arrange interview:  
**JACK**  
**475-2488**

**WANTED**  
 Part time with decorating flair.  
 CALL  
**226-2533**

Hotel/Restaurant 540

**Kellington's**  
 We are looking for experienced waiter/waitresses for our new Restaurant.  
**642-0087**

**Springwater RESTAURANT & CAKE GALLERY**  
 139 Main St., Unionville  
**NOW HIRING SUMMER STAFF:**  
 • WAITING STAFF • COUNTER HELP  
 • DISHWASHER • BUS PERSONS  
**EXCELLENT WORKING ENVIRONMENT!**  
 Call 479-9704 or Apply in person

Teaching Opportunities 545

**E.C.E. TEACHERS**  
 Or Teachers in training. Also teacher's assistants required. Good salary and benefits. \$19,000 plus. North Pickering. Call Claremont: 649-2315

**NURSERY SCHOOL TEACHER**  
 Required Monday, Wednesday and Friday afternoons in Markham to work with 4 year old children. Prefer primary school background.  
 Call Mr. Kelly  
 881-0483 / 294-1594

Domestic Help Wanted 550

**NANNY** for children 3 and 4. Live-in, Unionville. Top pay for the right person. Urgent. 638-0413

Domestic Help Available 555

**DUTCHWAY CLEANING SERVICE** - General house cleaning weekly, bi-weekly, monthly or move out. Bonded, insured. Reliable. Supplies provided. Guaranteed cleaning policy. For the personal touch the big companies don't have time for call: 427-0523 - FREE ESTIMATES.

**EXPERIENCED** cleaning lady available. 475-7246.

**NANNY'S** from Quebec and overseas. Summer and full time now available. Call 698-9424.

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

Private Tuitions/Schools 760

**TUTORING**  
 In your home, all subjects, all levels. For a free brochure call:  
**WE CARE TUTORIAL SERVICES INC.**  
 221-2001 or 661-3561

Nursery Schools 765

**CHICK-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. 640-5233

**QUALITY DAYCARE FULL DAY PROGRAM**  
 Up to including senior kindergarten  
**MARKLEE AND UNIONVILLE CENTRES QUALITY NURSERY SCHOOL**  
 Progressive Program  
 Register now  
**CALL 477-4778**

Daycare Available 770

**LOVING** and rich care by Mother with E.C.E. training. Smoke-free environment. Church/Wooten Way. 294-0069.

**MATURE** 22 year old available for short term child care or mother's helper. 294-8404.

Daycare Wanted 775

**FULL** time baby sitter urgently required for a year old, beginning mid May. 640-8579, after 6 PM, Diane.

**NANNY** required immediately for 2 boys, 2 1/2 and 6 in Unionville. Live-in. Light housekeeping duties. References required. Call 477-7090 after 6 PM.

**NANNY REQUIRED A.S.A.P. UNIONVILLE, LIVE-IN** for 3 girls, ages 3, 5 & 7. Excellent benefits. References required.  
**479-6530**

**PART TIME** mother's helper for 6 month old, so mom can write her thesis. Unionville, Hours flexible. 474-9195.

**TWO** young ladies aged 6 weeks and 18 months request your motherly care and attention in their home at St. John's Sideroad & 5th Conc. 3 days a week. 853-7068 after 7 PM.

We need mature, reliable individuals to care for infants and Toddlers.

- Payment for stat. holidays
- Payment for child illness
- Flexible hours.
- Call Now

**Wee Watch**  
 479-4274

Mother's Helpers 780

**BABYSITTER** available, weeknights and weekends, Markham or Unionville. Sharon, 471-8494.

Business Services 791

**ACCOUNTANT SERVICES** - For small and medium size companies, including financial statements, budgeting and costing. Call Roger: 427-6893 (after 4 p.m. & weekends).

**CHIROPRACTOR** - Allan R. Turner, D.C., F.I.C.A. Stouffville Chiropractic Health Centre, 120 Main St. W., Stouffville, Mon-Fri. 9 a.m. - 6 p.m., Sat. 9 a.m. - 12 noon. 640-4440. After hour emergency calls 640-4442.

**KUSATZ & Sharpley**, Chartered Accountants, 115 Main St. West, Stouffville, Ontario. Resident Partner S. Kusatz, C.A. 640-1991