

## You're a temporary - Now it's time you were given the recognition you've earned.

In order to achieve excellence, a company relies on its people. At Drake Office Overload we recognize your special talents and make you feel part of the Drake family.

Working as a temporary, it is important to have the flexibility along with security. Drake offers you a career with variety, steady hours close to home, attractive incentives and most importantly recognition for performance and service. People are our most important asset.

Call us today.



## ★ WEEKLY DRAW Compliments of ELEVEN JOSEPH

141 MAIN STREET NORTH  
MARKHAM  
294-6970

NANCY KAMANGA  
471-8553  
2nd FLOOR, 5871 HWY. 7  
(formerly 27 Wellington St. W.)  
MARKHAM - WEST OF HIGHWAY #48

## DRAKE OFFICE OVERLOAD

WE WELCOME YOU TO ATTEND OUR

### OPEN HOUSE

SATURDAY, MAY 28, 1988  
10:00 a.m. - 4:00 p.m.

- Discover the DRAKE DIFFERENCE for yourself
- Join us for continental breakfast
- Register and receive a gift
- Students also welcome.
- Looking forward to getting together.

### SWITCHBOARD/ RECEPTIONIST

The Town of Whitchurch-Stouffville Clerk's Department requires a well-organized, self-motivated person with the ability to operate a central information centre for dealing with general public inquiries.

A pleasant personality, good telephone manners and well-groomed appearance are essential.

Must be willing to perform a variety of clerical duties such as typing, filing, distributing mail and messages.

1988 Salary Under Review: \$16,159 - \$18,469. Starting salary commensurate with qualification and experience. Excellent benefits package.

Applications will be received by the undersigned up to June 3rd, 1988.

Patricia G. Oakes  
Clerk Co-ordinator  
Town of  
Whitchurch-Stouffville  
P.O. Box 419, 19 Civic Ave.  
Stouffville, Ontario  
L4A 7Z6

### LEGAL OFFICE

Receptionist  
Full Time

Submit resume to  
WILLIAM B. THOMAS  
4701 No. 7 Highway  
Unionville, Ontario  
L3R 1M7

### SECRETARIAL AND ADMINISTRATIVE SUPPORT

McNeil Pharmaceutical (Canada) Ltd. a member of the Johnson and Johnson family of companies, manufactures and markets high quality ethical pharmaceuticals.

Our secretarial/administrative support staff plays a key role in contributing to the effective operation of McNEIL. We offer career opportunities to individuals, who have proven ability in word processing, using DisplayWrite 4, Lotus 1-2-3, data entry, good interpersonal and communication skills. A knowledge of French would be an asset.

We offer an excellent compensation and benefits package in progressive working environment. Interested candidates are invited to forward a resume to:

Mr. David McCuaig  
Manager of Personnel

### McNEIL PHARMACEUTICAL

600 Main Street West,  
Stouffville, Ontario L4A 7X7

A Johnson-Johnson company

AN EQUAL OPPORTUNITY EMPLOYER

### EMPLOYEE RELATIONS ASSISTANT

ICG Utilities (Ontario) Ltd., a division of Inter-City Gas Corporation, is seeking an individual as a result of expansion in our Human Resources Department to work in our North York office as an Employee Relations Assistant.

Your responsibilities as Employee Relations Assistant will include the development of statistical information related to documentation and records using computer tools. You will also be responsible for the recruitment of clerical positions, assisting in employee relations activities such as attendance control and productivity studies, and investigating data related to procedural matters and providing guidance.

If you:

- are a University graduate with at least 2 to 3 years' experience of a progressive nature in a Human Resource generalist capacity with specific emphasis in documentation and employment,
- possess excellent interpersonal skills and are comfortable dealing with all levels,
- have an excellent working knowledge of computers and related programs, we would like to hear from you. We offer a competitive compensation package which includes an excellent benefits program.

Qualified applicants are invited to send a resume, in confidence, stating salary requirements, to:

L.L. Gilmour  
Supervisor,  
Personnel Services  
ICG Utilities (Ontario) Ltd.  
245 Yorkland Boulevard  
North York, Ontario  
M2J 1R1



### TEMPORARY CLERICAL

McNeil Pharmaceutical (Canada) Ltd., a member of the Johnson and Johnson family of companies, manufactures and markets high quality ethical pharmaceuticals.

We require qualified, secretarial/clerical staff to assist in the following functions on an "on-call" basis. WORD PROCESSING, SWITCHBOARD/RECEPTION, MAIL ROOM, TELEX, DATA ENTRY, MISCELLANEOUS CLERICAL TASKS AS REQUIRED

If you are interested in part-time employment in a progressive working environment, please contact:

Mr. David McCuaig  
Manager of Personnel

### McNEIL PHARMACEUTICAL

600 Main Street West,  
Stouffville, Ontario L4A 7X7

A Johnson-Johnson company

AN EQUAL OPPORTUNITY EMPLOYER

### PROCESSOR

An exciting opportunity is available for someone with good typing skills and organizational ability.

Some clerical work would be included.

We offer excellent salary, benefits and a pleasant working environment.

Cosburn, Griffiths & Brandham  
Insurance Brokers Limited,  
1 Valleywood Dr., Suite 200,  
Markham, Ontario L3R 5L9

(416) 479-6670

Please contact Joanne Dubray or Susan Bussey

### PART TIME RECEPTIONIST/TYPIST

Two part time receptionist positions available in Markham real estate office:

- alternating week nights and Saturdays
- part time days

Good switchboard and typing skills necessary. Experience preferred, but will train suitable applicant.

Sandra Chafe  
471-4900

### CAR SALES CLERK

Required Immediately  
Experience Preferred

- Responsibilities:
- costing car deals
  - vehicle receivables
  - bank deposits
  - inventory control
  - and other related duties



Contact  
Barb Morley

294-1440

### PARTICIPATION HOUSE

requires a

#### RESIDENT CARE AIDE

To work with Male residents

Please call  
LYNNE WASYLUK  
between 9 a.m. - 3 p.m.

294-0944

Canada Trust Realtor

### RECEPTIONIST PART TIME

For alternate evenings  
and Saturdays to work in  
pleasant Real Estate  
Office.

Must be able to type and  
have pleasant telephone  
voice.

Please call for interview:

GWEN POLLARD  
475-0355

Hospital, Medical, Dental 535

Full-time  
R. N.

For Operating Room. Experience necessary.

Shouldice Hospital,  
889-1125

Please phone between 9 am., and 3 pm.,  
Monday to Friday.

### X-RAY TECH required PART TIME

For Clinic at  
Steeles/McCowan

CALL Jan  
449-2166

Sales Help & Agents 530

### 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

#### FLEXIBLE HOURS \$20 + PER HOUR

Fun, incentives (trips, jewellery, fur) you  
can have it all with Undercover Wear Lin-  
erie / Daywear. Free Training.

CALL 471-6205

Sales Help & Agents 530

### JUST BLINDS AND THINGS

Mature, part time sales help  
needed.

CALL

477-6699

\$8. Per Hour  
Salary

Work evenings on a fund raising  
project for a non-profit, commu-  
nity organization. Ideal for students  
or as a second income.

731-7811  
(days)

Hotel/Restaurant 540



We are looking for experi-  
enced waiter/waitresses  
for our new Restaurant.

642-0087

Teaching Opportunities 545

#### ASSISTANT TEACHER FULL TIME

To work with pre-school children  
in a day care setting. July or  
September.

Call 477-4778  
Unionville Preschool Centre

#### 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

Domestic Help Wanted 550

CLEANING LADY required weekly. Preferable  
Thursday or Friday. Markham area. No agen-  
cies please. 294-4350 or 477-9116.

Domestic Help Available 555

CLEANING LADY available with references,  
281-1661.

FOREIGN Domestic, minimum wage. Avail-  
able November / December. Classic Domestic,  
470-7750.

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 dis-  
ference. 294-8209.

Employment Wanted 570

GERMAN couple seek employment as building  
superintendents — not over 80 units. Full time,  
10 years experience, with references. Minimum  
requirement 2 bedroom apartment. Phone Roll  
at 471-8660, Monday to Friday.