

Skilled & Technical Help 515

Construction Company requires a:

Full Time CLASS "A" MECHANIC

For medium duty trucks, in Markham area. Must know hydraulics. Good wage and benefit package.

Apply to
294-9761

DIESEL MECHANICS

For Gormley Aggregates
Experience on Caterpillars
Contact: Tom Baird,
888-1931 773-6586

ELECTRICIAN

Commercial - Industrial construction and maintenance experience required.
Steady employment.
889-7497

LICENCED TRUCK MECHANIC
OR
4th YEAR APPRENTICE

For large truck dealership.
Hourly rate.
475-6600

WOODWORKERS

Almira Furniture Company has positions available for both woodworkers and delivery personnel at our factory in Markham.
Competitive wages and excellent benefits.
For appointment call:
475-8251



DATA INPUT

You can work at home on computer supplied by company.
756-1800

Office Help 525

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
5336 Hwy #7 Markham

HELP WANTED!

Kellingtons Restaurant is seeking staff for the following positions:

- *BUSING STAFF
- *DISHWASHERS
- *NIGHT COOKS

Full and part time positions available
642-0087
Ask for George or Steve

'CLERK — (PART TIME)
(UNDER REVIEW FOR FULL TIME)

Applications are now being received for the above position in the Administration Department.

DUTIES: Responsible for switchboard relief: typing from copy, pick-up and distribution of mail, departmental telephone relief and other office duties, as assigned.

QUALIFICATIONS: Communication skills; general knowledge at the high school graduate level; pleasant telephone manner; good typing skills.

HOURS OF WORK: Daily from 9:30 a.m. to 12:00 Noon and 1:00 p.m. to 3:15 p.m.

SALARY: \$8.40 per hour (under review)

Please apply on or before June 17, 1988 to:

DEPARTMENT OF HUMAN RESOURCES
MARKHAM
8911 Woodbine Avenue
Markham, Ontario
L3R 1A1

LEVI STRAUSS & CO. (CANADA) INC.

As an organization we are committed to working together with a relentless focus on providing superior jeans and jeans related products and services to satisfy both consumers and retailers.

We currently have an opening for the position of

JUNIOR SECRETARY

Working in the Controllers Department, the requirements of this job include the ability to work well under pressure and to prioritize assignments, strong typing skills, good grammar, and a pleasant telephone manner. Experience on the IBM Displaywriter and PC is preferable although we would provide training to a qualified candidate. Data entry, cheque distribution and maintaining an up-to-date filing system are key components of the position. We offer the opportunity to learn or strengthen your word processing and Lotus 1-2-3 skills. We are pleased to provide a comprehensive benefits package, a salary commensurate with your qualifications and a smoke-free environment.

If you possess these qualifications, we would be pleased to receive your resume at Levi Strauss & Co. (Canada) Inc., Human Resources Department, 80 Allstate Parkway, Markham, Ontario, L3A HX6.

EXECUTIVE SECRETARY TO THE PRESIDENT 28-30 K

Are you responsible and looking for challenge, independence and growth? If you have 5 years Executive Secretarial background this position can offer you the variety you are looking for. Join this established firm and be in charge of co-ordinating and scheduling meetings, seminars and conventions. Do special project work and handle all travel arrangements and liaise with senior management. Be part of this fast paced company. Lovely offices, excellent benefits. Gordon Baker/Finch area.

CALL WENDY CARPENTER AT 493-6880
1800 SHEPPARD AVE. E.
FAIRVIEW MALL

DRAKE PERSONNEL

Sr. Accounts Payable Clerk
...with bottom line accountability

...at Cyanamid, a research-based biotechnology and chemical company which develops proprietary medical, agricultural, chemical and consumer products for manufacture and marketing throughout the world. Your diversified role will be to audit and control all source documents prior to specific payments being made; arrange all foreign currency payments aside from USD and CAD; audit and reconcile accounts ensuring corporate payable data is correctly entered into the system; attend to vendor inquiries... and more.

We're looking for a background that includes 2-3 years' related experience including on-line computer exposure. An ability to work independently, meet continuous deadlines and communicate effectively are also important elements.

If you enjoy variety and ongoing challenge, you'll find them both in this position. Qualified candidates are invited to forward a resume to: Cindy Dachuk, Head Office Personnel, Cyanamid Canada Inc., 88 McNabb Street, Markham, Ontario L3R 6E6.

RECEPTIONIST

A national company manufacturing plastic cards has an opening for an experienced receptionist.

The successful candidate must have 2-4 years receptionist experience, excellent typing skills (50-60 wpm), along with strong interpersonal and communication skills. Own transportation is required.

Your main responsibilities will include:

- answering 6 incoming lines.
- greeting visitors.
- general clerical duties.

We offer a competitive salary and 100% company paid benefits including a dental plan.

If you feel you have the above qualifications, please call or forward a brief resume to:

Sandee Rusk
#475-1333
399 Denison Street
MARKHAM, Ontario
L3R 1B7

SECURITY CARD SYSTEMS

First Job or Returning to Workforce?
SWITCHBOARD/RECEPTIONIST
WOODBINE/STEELES AREA

Pleasant telephone voice and skills for busy switchboard are essential. This new position will also involve filing and a variety of duties assisting accounting, customs, and general office activity. Reasonable typing skills will enhance your ability to use a computer terminal and to learn word processing as a back up for our regular operator. Experience is not essential; a pleasant willing attitude is.

We offer a friendly work environment, competitive salary and a full range of benefits.

Call Ralph Snyder — 477-7722
No agents please

BILINGUAL CUSTOMER SERVICE PERSON

Medical Supplies distributor in the Warden/Steeles area requires a person with a good telephone manner to take sales orders and handle customer inquiries.

Please send resume to
DIRECTOR OF ADMINISTRATION
475 Hood Road
Markham, Ontario L3R 8H1

COMMERCIAL LINES C.S.R.

Required by a young, rapidly growing Insurance Brokerage in Markham. Preference will be given to those with Redshaw experience and RIBO licenced. Competitive salary, excellent benefits, positive working environment, in a smoke-free office. Send resume to:

W. BRUCE MARTIN INSURANCE LTD.
60 Centurian Drive, Suite 210
Markham, Ontario L3R 9R2
— or call —
Peter Roche, 479-6100

LEGAL SECRETARY

An established Law Firm in Uxbridge Ontario requires a full time Secretary to work in administration of Estates. Experience preferred, but not a prerequisite.

Contact Debbie Ovens or
Mr. Sedore at
BAILEY AND SEDORE
Box 1030 - 49 Brock St. W.
Uxbridge, Ontario LOC 1K0
(416) 640-4624

RECEPTIONIST/TYPIST

Small office requires person with good typing skills and general knowledge of office procedures.

For an interview
Call JUDY
474-1500

TEMPORARY SECRETARY/RECEPTIONIST

Required to work 12:00 - 5:00 weekdays for a period of approximately 5 months in real estate office located at Hwy. #7 & Hwy. #48. Experience preferred.

CALL NANCY LAWSON
Weekdays from 10 - 5 p.m.
294-2990

SECRETARY/RECEPTIONIST

We have an immediate opening for a well organized individual with good typing skills an excellent telephone manner and word-processing experience.

For further details, please contact:

Mariene Tullitt
Pitman Manufacturing Co. Inc.
7400 Woodbine Avenue,
MARKHAM, Ont. L3R 1A6
475-1211

Office Clerk

Full-time permanent with advancement potential.
Leslie-Hwy. 7 area.
Must have a pleasant telephone manner, typing, general office skills.
764-6355

Students

Leslie - Hwy. No. 7 area.
General office and very light warehouse-ing work.
Monday to Friday.
No experience necessary.
764-6355

Century 21
ARMOUR REAL ESTATE INC.
Member Broker

ADMINISTRATIVE REAL ESTATE SECRETARY

Century 21 Armour is an established and busy real estate company. Our growing Unionville office requires a special individual to take on the responsibilities of full time administrative secretary. Respondents should have excellent organizational and communication skills. Professional appearance and telephone manner as well as typing skills are a must. Some real estate and computer experience would be preferred but not necessary.

More importantly we are seeking out a person who is self-motivated and takes pride in their work. Please forward resume to:

Karen Gerrard
4792 Hwy. #7 at
Kennedy Rd. By Pass
Unionville
* All inquiries will remain confidential *

Accountant/Bookkeeper

Required for small production company in Markham. Flexible hours. Part-time. Duties include A/P, A/R, general ledger, data entry, collections, reconciliations, monthly trial balance and payroll. Reasonable wages. Please contact Mr. Howe or Mr. Crone:
477-7460

ACCTS. REC.
17-19k + benefits
Computerized environment
Markham
Angela
KADEN
630-9358

BOOKKEEPER

Needed with experience in:

- Full set of books to trial balance
- Microcomputer systems
- Canadian bookkeeping.

Company benefit program. Salary \$25,000 - \$30,000.

Call for appointment
JOHN DAY
475-2185
D.C. VAN OUTFITTERS
Woodbine & Steeles Area

BOOKKEEPER Wanted

With computer experience for management company in the Markham area.
(416) 852-3622

DATA ENTRY OPERATOR

Typing necessary.
Large G.M. Car Dealership.

Send full resume to:
Box 77, The Liberal, c/o
P. O. Box 390, Richmond Hill, Ontario L4C 4Y6.

EGLINTON GOLF ENTERPRISES

Requires FULL TIME OFFICE HELPER. With computer input experience.
CALL 477-7650

SUNOCO

WORD PROCESSING OPERATOR
(WordPerfect)

We currently have an entry level opening for an energetic individual, to assist one of our busy departments in the timely and efficient word processing of presentations, reports and correspondence.

This opportunity will be attractive to individuals currently earning in the \$20,000 range. Our environment is smoke free and we are conveniently located at Yonge St./York Mills Rd. Please call:
Sandra Kernahan
733-7144

ACCOUNTS RECEIVABLE/ ACCOUNTS PAYABLE

An Electronics firm located in Markham, has an opening in their accounting department for A/R - A/P clerk. Duties include collections, processing cash receipts, preparing and processing invoices for payment and account reconciliations. We offer: a competitive salary, full benefits package and bonus programme.

Please contact: Kevin C. Diamond Tel: 475-6031
International Rectifier Canada Ltd.
101 Bentley Street
Markham, Ontario