

DATA ENTRY OPERATORS

URGENTLY NEEDED

12,000+ up keystrokes
STANDARD KEYBOARD
 Downtown, North York, Scarborough & Markham

REVERSE KEYBOARD
 Rexdale & Mississauga
DAYS (full & part time)

Please call TODAY for an appointment
 Leslie or Julie
368-1899

Jane Gallagher Co.

The data entry specialists

Accounts Payable/Receivable

A friendly, flexible individual is required to be responsible for all accounting functions in a growing company.

Related experience, good typing skills and the ability to answer and take clear phone messages is necessary.

Competitive salary. Please call Nicola at **479-5611**

LEGAL SECRETARY

Corporate with some general.

Woodbine/Steeles
 Call: **474-0944**

BOOKKEEPER

Experienced Bookkeeper for full set of books, payroll, general ledger etc.

Steeles/Warden area.
475-8232

MATURE EXPERIENCED BOOKKEEPER/SECRETARY

For small business office in the Warden/Steeles area. Apple computer experience an asset. Phone for an interview.
475-5657

BOOKKEEPER

Busy Markham restaurant requires a full-time bookkeeper. Must have team attitude, restaurant experience an asset. Salary commensurate with experience. Please send resume to:
 Box 4371
 Markham Economist & Sun
 9 Heritage Rd.
 Markham, Ont. L3P 1M3

PERSON FRIDAY

Experienced Person Friday required immediately for busy importing company. Located in Woodbine/Steeles area. Call:
 Debbie Edwards
475-3690

RECEPTIONIST/TYPIST

To handle reception area and perform general office duties. Pleasant telephone manner a must.

Hours 9 - 5 Monday through Friday, half day on Friday.

Woodbine/Steeles area
491-7341

SECRETARY

Required for sales and distribution center. Good typing skills and knowledge of general office procedures required. Computer/PC knowledge an asset but will train. Please submit resume by Aug. 2nd to:

Mrs. L. Chesney
 Dominion BlueLine Inc.
 25A East Pearce St.
 Richmond Hill
 L4B 2M9

RECEPTIONIST/TYPIST

\$17,000
 Call Mark or Rene for appointment
294-3700

SECRETARY/BOOKKEEPER

Experienced in bookkeeping and accounting for a construction firm in Stouffville. Call Mr. Naccarato.
642-1600



PART-TIME RECEPTIONIST EVENINGS

Mature person for busy real estate office. Good typing skills essential.

Please call:
NORMA CURRIE
294-1372

Thornhill Insurance Broker

Has the following positions available:

- Commercial CSR with RIBO licence
- Switchboard/Receptionist
- Clerical - mail, filing, computer printing.

Good company benefits and competitive salary. Please call Donna Bryce, at PSA Insurance Brokers.
889-4933

Help Wanted

CLERK TYPIST

We are seeking an energetic self-starter to work with our Admin. Assistant. Excellent opportunity for someone entering the work force who has excellent typing skills (35 w.p.m.). Likes lots of variety and has a pleasant telephone manner for reception backup.

We offer excellent working conditions in an exciting fast-paced environment.

If you think you are the person we are looking for call:

Sandra Knight
470-7201
 KWIK-KOPY PRINTING CANADA CORP.
 350 Esna Park Dr.
 Markham
 This is a non-smoking environment

Allstate TIME FOR A CHANGE

ARE YOU JUST OUT OF HIGH SCHOOL LOOKING FOR AN OPPORTUNITY OR ARE YOU JUST BORED OF YOUR CURRENT JOB. WE NOW HAVE PERMANENT FULL-TIME POSITIONS AVAILABLE AT OUR MARKHAM HEAD OFFICE. INCLUDING UNDERWRITING & ACCOUNTING ASSISTANT POSITIONS.

THE SUCCESSFUL APPLICANT WILL HAVE A COMPLETED GRADE 12 DIPLOMA ALONG WITH 35 W.P.M. TYPING.

WE OFFER AN ATTRACTIVE STARTING SALARY, A FULL RANGE OF COMPANY BENEFITS INCLUDING PROFIT SHARING AND FULL EDUCATIONAL ASSISTANCE.

INTERESTED APPLICANTS PLEASE CALL:

JERRY SOULLIERE 475-4475
 ALLSTATE INSURANCE COMPANY OF CANADA

OFFICE CLERK

Required for immediate opening. Person with knowledge of keyboard to do data entry. Willing to train. Must have own transportation. Warden/Steeles. Linda,
475-2221



Family Trust Real Estate

Stouffville office, requires a part time receptionist. Typing a must. Air conditioned office.

Hours 4-9 p.m., alternate Saturdays.

Call **KATHY CLULOW 640-2082**

CAREER OPPORTUNITY

National company needs Sales Reps. to present our fundraising programs to school principals, youth directors and civic club leaders.

Guarantee of \$400. per week to start.

Expense paid training program. \$20,800. - \$25,000. commission potential. \$25,000. - \$30,000. second year.

Excellent medical plan. Car required.

Call Mr. York
1-800-268-1250 ext. 9804

FULL-TIME OR PART-TIME

Colour Your World, Markham, has a permanent position for someone who can work with minimum supervision. If you have an interest in interior decorating give us a call:
CLIFTON 294-7835

PARTICIPATION HOUSE MARKHAM

requires an
R.N. Part-Time

Call Lynn Wasyluk
 Between 8 a.m. and 3 p.m.
294-0944

X-RAY TECHNICIAN

Required
 Starting July 25th
 For clinic in Markham SuperCentre
 Call **470-2998** for details

FAXTEL CANADA'S FASTEST GROWING INDEPENDENT FACSIMILE & OFFICE EQUIPMENT COMPANY

Requires Sales Representatives with #1 commitment to join FAXTEL'S Sales Team. Full training provided, guaranteed income while training, bonus plan, highest commission paid, excellent career opportunity!

We are going places! If you would like to...call:
(416) 479-5656
 or send resume in confidence to:
FAXEL
 115 Apple Creek Blvd.
 Suite 202
 Markham, Ontario L3R 6L9
 Att: Marilyn Ross



PARKVIEW HOME requires NURSING AIDES

We will provide:

- A thorough orientation
- Complete benefit package
- Shift differential payment

Interested persons apply at Reception Desk, 481 Rupert Ave., Stouffville, L4A 1T7.
640-1911

GREEN GABLES MANOR

requires
R.N.A.'s

Evenings and part-time night relief in our retirement home. Contact:
 Mrs. I Evans
 Resident Care Services
 Mon. - Fri.
 9 a.m. - 5 p.m.
640-1310

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640-1310

BE A WINNER WITH DRAKE

• DATA PROCESSING & MORE 20-24K
 A variety of activities with an expanding data processing company. Your day will be filled completing data entry, following up on schedules, using the fax machine, light phone duties and other clerical functions. If you have a flexible attitude and are willing to be trained in new areas with this developing environment then this is the opportunity you've been waiting for. Supportive staff team and a brand new office. Order #K6185.

• BILINGUAL (FRENCH) CUSTOMER SERVICE 20-22K
 If customer contact is important to you, don't miss this opportunity to work with a well known medical firm. Your pleasant skilled phone manner and ability to handle complaints in a mature responsible fashion will be appreciated. Join a professional team and use your French speaking abilities. Supportive atmosphere. Order #K6137.

• ACCOUNTING CLERK PLUS 20-25K
 Run the show in this small office where your talents and skills will make the difference. Functions include: accounts payables and receivables, payroll, benefits administration, data entry and typing invoices. Your computer experience and accounting knowledge will aid you in operating all aspects of a small office. Excellent benefits. Order #K6188.

• ADMINISTRATIVE ASSISTANT 25-28K
 Join an information services company that is on the leading edge of technology. Your ideas, energy and contributions will be recognized with this progressive data processing firm. Because you have co-ordinated projects, have keyboard knowledge and pride yourself on your organizational strengths and people skills, this responsible position will challenge you. A little typing, pleasant phone manner and data processing experience a definite asset. A solid organization offering growth and financial rewards. Order #K6177.

• RECEPTION/TYPIST 17-20K
 Do you present a professional image, have a good telephone manner, typing skills and love doing reception? Lots of people contact and typing will make your days fly by. Word processing skills would be an asset only. Beautiful offices, excellent benefits. Order #K6176.

These are just a few of the many positions available
 CALL DIANNE KEIL or
 KAREN SHARPE at 471-8551
 5871 HWY. #7, 2nd FLOOR
 MARKHAM, ONTARIO
 *EVENINGS BY APPOINTMENT

DRAKE PERSONNEL

Hospital, Medical, Dental 530

CERTIFIED DENTAL ASSISTANT

Required immediately for Stouffville Dental Office.

Reply to
 P.O. Box 585
 Stouffville
 L4A 7Z7 or call
640-1144

MEDICAL SECRETARY '24K - '31K

Well-respected Plastic Surgeon requires a qualified Medical Secretary to manage his Scarborough office. Good organizational & communication skills imperative. Duties include; booking appts. & surgery procedure, OHIP billings & dicta. Word processing helpful but not necessary. 3 weeks vacation.

BROWNLEE PERSONNEL
 471-6060 470-1771


Hotel/Restaurant 540

ITALIAN FAST FOOD

requires

- COOK
- COUNTER PERSON
- DISHWASHER

Top Wages
 Monday-Friday - No Weekends -
881-4942



requires
ALL STAFF
 including

- WAITER/WAITRESS
- HOST/HOYESS
- BARTENDERS
- COOKS

Apply in Person after 3 p.m. to 7181 Woodbine Ave., Markham.



requires
KITCHEN HELP
FULL & PART-TIME
 STONEMILL BAKEHOUSE
 75 WEST BEAVER CREEK RD.
 RICHMOND HILL
 (Hwy. 7 & Leslie)
477-5057

Employment Wanted 570

Domestic Help Wanted 550

MAN WITH CHAIN SAW LOOKING FOR: Wood lot clearing, tree removal, brick, block, stonework, house painting - You Name it - WE DO IT. Reasonable rates. Top quality work. Satisfaction will bring you back. 640-8321, 640-1407.

294-4331
 640-2100