

Skilled & Technical Help

515

EQUIPMENT MECHANIC
 Mechanic needed to service industrial vacuums, automatic floor scrubbers, polishers, pressure washers, etc. Individual must be trained in AC and battery electric systems and be mechanically inclined.
 This is a career position with a growth oriented company. We offer good working conditions, good wages and company benefit package.
 To apply call - 475-2446

TRIM CARPENTER/CABINET MAKER
 General contractor with excellent reputation requires reliable and knowledgeable TRIM CARPENTER/CABINET MAKER for detail work on residential and commercial interior finishing contracts. The successful applicant will have 15 years experience and provide own transportation. Serious inquires from qualified individuals only please.
 294-1947

INTERNATIONAL RECTIFIER CANADA LTD.
 Markham, Ontario
 Worldwide leader in the manufacturing of Hexfet transistors, diodes, S.C.R.'s and power semi-conductors. Long term stability, good working conditions and excellent benefits. We are looking for:
LIGHT MACHINE OPERATOR
 Work includes drilling, sanding, cutting and some assembly work. Must be mechanically inclined. Salary commensurate with experience. Call Lynn.
 475-6031

Office Help

ASSISTANT OFFICE PERSON
POSITIONS OFFERS:
 • 10-15 hour per week
 • Daily hours worked are flexible
 • The opportunity to expand position with experience
DUTIES:
 • Operate small computer to post daily sales and prepare bank deposit.
 • Correlate and proof invoices and prepare cheques for payment.
 • Establish and maintain proper filing system.
 Phone or call at our store for a person interview.
ELEVEN JOSEPH FASHIONS
 141 Main St. N. Markham Village
 PHONE 294-6970

Allstate
SENIOR SECRETARIAL & DATA PROCESSING POSITIONS
 We currently have an opening for a senior secretary at Allstate. Excellent typing and communication skills are essential, along with previous secretarial experience.
 We also have data processing openings which requires the successful applicant to have 35 wpm. typing.
 Allstate can offer an attractive starting salary along with excellent company benefits.
 Interested applicants please call:
KEN ROUGHTON 475-4571
ALLSTATE INSURANCE COMPANY OF CANADA

RECEPTIONIST
REQUIRED IMMEDIATELY
 for small office.
 Very pleasant environment. Some typing would be an asset.
 Call 477-2922 for more information.

RECEPTIONIST/CUSTOMER SERVICE
 Required immediately, good typing skills and an aptitude for figures necessary. Salary negotiable.
 Apply in person between 9 am & 11:30 am or send resume to:
Richmond Manufacturing and Distribution Inc.
 60 Bullock Drive Unit 6
 Markham, Ontario L3P 3P2
 - No phone calls please -

Bookkeeper
 Experienced bookkeeper for full set of books to trial balance, including payroll.
 Woodbine and Denison.
 479-9844

RECEPTIONIST/TYPIST
 For small office, Hwy. 7/Leslie. Bright, mature person. Pleasant telephone manner, accurate typing, some bookkeeping.
 764-9955

Full-time bilingual positions available:
 • **BILINGUAL RECEPTIONIST/SECRETARY** — Large company, salary negotiable.
 • **BILINGUAL ACCOUNTS RECEIVABLE CLERK** — Junior position, salary negotiable.
 Call Debbie Mancina
ACCOUNTABILITY
 224-0770

'JUNIOR CLERK TYPIST' (TWO REQUIRED)
 Applications are now being received for the above position in the Administration Department - Transit Division.
DUTIES: To provide general office and clerical services for transit section; responsible for transit telephone inquiries.
QUALIFICATIONS: Communication, general knowledge at a high school graduate level; well-developed typing skills as may be acquired through a commercial course; a few years' general office experience.
SALARY: \$16,057.00 to \$17,938.00 per annum (Under Review)
 Please apply on or before August 26, 1988 to:
DEPARTMENT OF HUMAN RESOURCES
MARKHAM
 8911 WOODBINE AVENUE
 MARKHAM, ONTARIO L3R 1A1

MALL MANAGEMENT OFFICE
 seeks JR./INTERMEDIATE LEVEL SECRETARY. To \$17,500. Contact:
 Contact Mr. R. Stone 479-6630

MARKHAM DODGE CHRYSLER
 requires a
GENERAL CLERK
 Duties would include assisting in the business office and the leasing department.
 Experience in the automotive industry preferred, but will train a suitable candidate.
 Apply 9 a.m. - 5 p.m.
 Linda Mallon — Secretary/Treasurer
 471-1500

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515

CARPENTERS NEEDED
 Mature help, must have own tools and transportation.
 888-1503

DRIVER JOB TRAINING & PLACEMENT HELP
 Is available from Rodgers School of Truck Driver Training Ltd. For career details call: (416) 769-3546 for literature.

DIESEL MECHANIC
 Experience on Caterpillar equipment preferred.
 Contact: Tom Baird,
Gormley Aggregates,
 P. O. Box 39, Gormley L0H 1G0
 888-1931 773-6586

MECHANIC
 Required for busy Import Repair Shop specializing in European cars. Salary negotiable.
 881-8660

WOODWORKER REQUIRED
GOODWOOD STAIRS
 640-6885

WIRE EDM PROGRAMMER/OPERATOR
 School leaver required. Interested in learning Electrical Discharge Machining. Drivers licence a must.
 Phone PRISCILLA
 475-7481

Office Help

525

ACCOUNTS RECEIVABLE
 Experienced in all phases of collection and invoicing. Computer experience an asset. Typing essential. Salary \$18,000 plus depending on experience.
 Warden/Steeles area.
 475-3300 for appointment

CLERK TYPIST
Cabletel Communication Inc. (1986)
 Growing company requires assistance part-time. This is an entry level position. Typing 50 w.p.m. Office experience or training essential. Contact Brian:
 475-1030

EXECUTIVE SECRETARY
 A leading voluntary social service agency requires an Executive Secretary. Reporting to the Executive Director, the successful candidate will provide administrative assistance at a senior level.
 The ideal candidate will possess excellent typing (60-70 wpm), shorthand and organizational skills. Previous experience with word processing essential, preferably on Word Perfect. Prior supervisory experience an asset.
 Salary and benefits will reflect the seniority of this position.
 Reply in confidence by August 18th, 1988, to:
The Executive Director, York South Association for Community Living, 475 Edward Avenue, Richmond Hill, Ontario L4C 5E5.

Family Trust
PART-TIME RECEPTIONIST EVENINGS
 Mature person for busy real estate office. Good typing skills essential.
 Please call:
NORMA CURRIE
 294-1372

Brownlee Personnel Services

- PRODUCTION CO-ORDINATOR — \$25-30K** — Marketing co. needs an organized individual to co-ordinate all aspects of their Direct Mail campaigns. Gd. communication skills and some knowledge of printing necessary.
- BILINGUAL CUST. SERVICE — \$23K** — Int'l. co. requires a fluently bilingual (English/French) Customer Service Rep. Duties involve: order processing, issuing credit notes, pricing and some typing & computer input. Excellent telephone manner & communication skills required.
- CUSTOMER SERVICE — \$21K** — If you would like to be "groomed" to take over the Customer Service supervisory duties of this rapidly expanding Marketing co., this opportunity is worth considering.
- CREDIT & COLLECTION — \$22-25K** — Our client is looking for a person capable of working on their own with exper. in processing bank deposits, credit limits, credit notes and collections. Excellent benefits.
- AVIATION — \$20K** — Rapidly growing Aircraft co. (Buttonville Airport) requires a meticulous individual to handle parts purchasing & Inventory Control. Some typing needed. Computer exper. helpful. Use of co. vehicle necessitates a DRIVER'S LICENCE.
- ACCTS. PAYABLE — \$20K** — Excellent growth potential for a flexible person interested in expanding their accounting knowledge. Start with receiving invoices, verifying, batching & typing cheques — gradually progress to coding G.L. & G.L. analysis, etc. An accounting student would be an ideal candidate.
- ACCTS. PAYABLE — \$22K** — profit sharing. Young progressive computer co. needs another team player. Your responsibilities will encompass all A/P functions.
- BOOKKEEPER/OFF. MGR. — \$400/WK.** — Full or part-time. Small custom builder in Richmond Hill is searching for a Bookkeeper/Office Manager. One file bkkg. system. Flexible hours.
- PAYROLL** — Stouffville location. Exper. payroll clk. to manage 100-200 employee T.D. Bank payroll system & employee benefits/claims. Salary range under review. Excellent benefits/good hours.
- EXEC. RECEPTIONIST — \$20K** — Our client's co. is experiencing incredible growth therefore our candidates are being promoted at an accelerated pace. Start as Receptionist — expect rapid promotion. Limited typing.
- WANTED RECEPTIONISTS** — 5 positions immediately available in a variety of companies in the MARKHAM area. Salaries between \$17-19K.

OUR VOLUME OF ORDERS DOES NOT ALLOW US TO LIST ALL JOB OPPORTUNITIES — CALL AND ENQUIRE.

107 MAIN ST., UNIONVILLE
 471-6060 or 470-1771

DATA ENTRY CLERK
 We are a major manufacturer of electro-mechanical products in Scarborough. We require a bright, versatile individual to provide clerical assistance to our plant moulding department on a permanent part time basis; 7:30 a.m. - 11:30 a.m. Monday through Friday.
 The successful candidate will have excellent data entry and organizational skills. Clerical experience in a plant environment is an asset. Qualified applicants please contact:
Carole Cameron
 754-0689
NORTHERN DEVICES

LITERATURE CLERK
FISHER SCIENTIFIC is seeking an organized individual, principally, to maintain branch literature and quotation files in our busy Unionville sales office.
 Varied duties include opening and distributing incoming mail, fax and E-mails, preparing outgoing mail and switchboard relief.
 If you have minimum Grade 12 education, are familiar with basic office routine, enjoy variety and can communicate effectively, both written and verbal, please submit your resume to:
Personnel Department
Fisher Scientific Ltd.,
 1200 Denison Street,
 Unionville, Ontario
 L3R 8G6

JUNIOR ACCOUNTING CLERK
 Successful applicant must have a High School Diploma, with a basic knowledge of Accounts Payable, Accounts Receivable, Bank Reconciliation & Payroll. Training will be provided in other job related areas.
 Some construction site time involved. Good salary and benefits for this starting position. Please forward resume and expected starting salary to:
 Box #4372 Markham Economist
 9 Heritage Rd. Markham, Ont. L3P 1M3

If you are highly motivated and are looking for a challenging environment with a leading distributor of personal computers and sub-systems, then CAL-ABCO could be the place for you. Due to our recent expansion we have immediate openings for the following:
ACCOUNTS PAYABLE CLERK
 Experienced individual for accounts payable and cheque disbursement duties. Typing an asset. Contact Mr. S. Bassin.
PERSON FRIDAY
 A variety of clerical duties in our busy data processing department. Contact Mrs. J. Lawrence.
 Our company offers an attractive salary and benefit package.
CAL-ABCO
 170 Alden Road
 Markham, Ontario L3R 4C1
 (416) 475-4066