

# CABLE TECH

**TIRED OF COMMUTING!!!  
WORK IN STOUFFVILLE**

We are a progressive Canadian manufacturer of electrical wire and cable who is staffing our manufacturing facility in Stouffville for long term business growth. We have immediate, permanent vacancies for career minded

## INDUSTRIAL MAINTENANCE MECHANICS (Millwrights)

Successful applicants must have a valid Ontario licence and at least 5 years industrial millwrighting experience. Must have own tools and be prepared to work shifts.

The Company offers an attractive compensation package including excellent employee benefits, profit sharing and stock purchase options. Please submit your resume with full qualifications and references in confidence or apply in person to:

Human Resources Department,  
CABLE TECH CO. LTD.  
"A NOMA Company"  
500 Main Street West,  
P.O. Box 1149,  
Stouffville, Ontario  
L4A 8A2  
(415) 640-4333

## ELECTRICIANS

Licensed in the Province of Ontario, and apprentices required immediately. \$18.00 +/hour + 10% vacation pay, according to experience. Health and dental plans to all employees. Uniforms supplied. Excellent working conditions, summer and winter.

## MECHANICS

Refrigeration and air conditioning, licensed in the Province of Ontario, required immediately. \$23.26/hour + 10% vacation pay. Health and dental plans to all employees. Uniforms supplied.

Call 494-2317



**EXPERIENCED?  
SEEKING A CHALLENGE?  
NEED EXTRA MONEY?**

We need your skills:

### WORD PROCESSORS

- Multimate
- Wang
- Displaywrite 4

- Word Perfect
- Wordstar
- Xerox operators
- DEC

### SECRETARIES

- Variety of duties
- High profile offices

Dicta experience helpful but not necessary

### RECEPTION/SWITCHBOARD OPERATORS

- Mitel
- SL1

- Rolm
- Vantage

### CLERKS

- Filing
- Photocopying

- Telephone work
- Mail Room

### REGISTER TODAY AND BE ELIGIBLE FOR

- Statutory holiday pay
- Other Fantastic benefits

- Referral bonus

MARKHAM

5071 Hwy. 7, Ste. 205  
(at McCowan)  
479-6900



**CDI**  
Temporary Services, Ltd.

## INSURANCE BROKER

Hwy. 7 & 404

Requires:

- **OFFICE CLERK** - will train on FAX, telex, etc.
- **RIBO Licensed CSR**
- **CLERICAL STAFF** - with brokerage or insurance company experience.

The successful candidates must be mature, well organized and highly motivated.

Excellent salary, benefits and working environment.

Contact Paul or Frank Holman

886-5630

Chesebrough-Pond's (Canada) Inc., a highly successful marketer and manufacturer of such products as Vaseline Intensive Care Lotion, Q-Tips, and Pond's creams, has an immediate opening for an

## Accounts Payable Clerk

Duties will include the matching and coding of incoming documents for payment, including mathematical verification, filing, data entry, etc.

Applicants should have completed a Grade 12 education and possess 1 to 2 years of previous accounts payable experience, together with excellent people and mathematical skills. The preferred candidate will be enrolled in a recognized accounting course.

We offer a friendly work environment, attractive salary, full benefits package and access to our employees' store and subsidized cafeteria. Interested applicants, please send resume, in confidence, to:

Bov Gale  
Chesebrough-Pond's (Canada) Inc.  
150 Bullock Drive  
Markham, Ontario L3P 1W3

## PART-TIME CLERK TYPIST

Data entry an asset. Markham/Steeles area.

Call Sheila  
299-0303

## RECEPTIONIST/ SECRETARY

Reliable, mature person required for this Markham company. Min. typing. \$23,000 plus benefits.

VALERIE GILMOUR  
CONSULTANTS  
730-8690

Friendly, outgoing personality required immediately for:

## SECRETARY/ RECEPTIONIST

In busy Real Estate office.  
8:30 a.m. - 5 p.m.  
Monday to Friday

497-1011

## FULL TIME/ PART TIME

Need reliable office staff. Looking for regular employment - half days.

470-7077

## ADMINISTRATIVE ASSISTANT

Basic office skills, pleasant telephone manner, good work ethics and a strong will to learn will get you this position. A small, fast paced office. Training provided. Call:

886-7468

## Economist & Sun BILLING CLERK PART TIME

Fast growing community newspaper has immediate opening in the Administration Department for a Part time, Billing Clerk (days). Approximately 20 hours per week.

If you have previous office experience and enjoy a fast-paced office contact:

IRENE CINO-MARS, 294-2200 ext 336

## PERMANENT PART OR FULL TIME RECEPTIONIST/TYPIST

Minimum 25 hours per week. Word processor experience helpful but not necessary as training will be provided. Good typing skills a must. Please apply in person or call:

471-6203 - RICHMOND MANUFACTURING  
60 Bullock Drive, Unit 6, Markham L3P 3P2

## RECEPTIONIST/TYPIST (JR. POSITION)

We require a responsible outgoing person with a pleasant telephone manner. Good communication skills essential. General office duties; willing to learn computers.

Please call Barbara, 294-4833

## Responsible, energetic PERSON

Required for busy Licence Office. Will train.

477-2559

## RECEPTIONIST

Markham distribution company in the Woodbine and Steeles area requires a receptionist.

The successful candidate should have an outgoing, pleasant personality and excellent interpersonal skills. 40 w.p.m.; typing would be a definite asset.

Please call 477-0277

to arrange an interview.

## RECEPTIONIST

PharmaCommunications Ltd., a local marketing and advertising firm, requires the service of a Receptionist. This person should be a bright, energetic individual who has an excellent command of the English language and can work well under pressure. Some computer experience would be an asset but not necessary. Our new non-smoking offices are located at Highway 404 and #7.

For further information please call  
Judy McIntyre at 471-1289

## WORD PROCESSOR

A personable word processor is required for a Richmond Hill office. Must have knowledge of Multimate package. Attractive salary in a non-smoking environment.

Please phone 886-7468

## WANTED IMMEDIATELY

- Receptionist
- Data Entry
- Typist (W.P. (Multimate).

Part time positions, flexible hours with friendly, dynamic firm.

Call Helen Phillips

475-2770

## SHORT ON CASH? CDI HAS THE STASH!!!

CDI has positions available immediately in the Markham and Richmond Hill area.

- Order Picking
- Labelling
- Shipping/Receiving
- Light Assembly Work
- Packaging
- General Labourers

We have the light industrial work you're looking for - Good Jobs, Good Pay, Good People!

479-6900

5071 Hwy. 7, Ste. 205



Temporary Services, Ltd.

## JR. SECRETARY

Energetic person to support our Admin. team. Responsible, well organized with good typing and phone skills for large R.E. Co.

Call Rose

756-2888

## OFFICE CLERK

Bookkeeping and general office duties, full time for lighting manufacturing company. Woodbine/Hwy. 7 area.

CALL 470-1245

# Brownlee Personnel Services

• **BUDGET PLANNING & ANALYSIS \$30-35K.** Large Sales & Distribution Co. is currently searching for a qualified individual with minimum of 2 yrs. related experience in preparing Financial Statements, Budget Planning and Variance Analysis. Preference given to 3rd-4th level CMA/CGA with personal computer knowledge.

• **SALES SECT'Y \$22-\$24K.** Join the congenial & fun team of this Promotional Sales Co., flexibility & good W.P. skills are key attributes to securing this position. (W. Beaver Crk. location).

• **PAYROLL \$22-23K.** A weekly computerized hourly payroll (80 employees), salaried payroll (18), benefit deductions/claims, workers' compensation, verifying cost reports offers variety & a busy position. Good hours/benefits.

• **OFFICE MGR./SECT'Y \$23,500 - \$25K (3 mth. review).** If working for a Human Resources Co. interests you, then this position is worth considering. Responsibilities include; all secretarial duties, research, special projects, arranging seminar/training facilities & materials, etc. (Woodbine/Steeles).

• **TRAFFIC & INVOICING COORDINATOR \$25+K (Neg.)** Fast pace, challenge & phenomenal growth potential best describes this job opportunity. Duties consist of; tracking & expediting all equip. shipments, Canada Custom clearance transactions, approving Custom Brokerage invoicing, generation & distribution of Sales & Service Invoices, etc. Excellent benefits.

• **W.P. SECT'Y \$23-\$24K.** Public relations firm has a newly created position that offers a professional environment & interesting public relations work. Good secretarial skills required (W.P. needed).

• **EXEC. RECEPT. \$19-21K.** Two very different positions available. Public Relations Co. - beautiful offices, clerical duties primarily, no typing necessary. Electronics Specialists - friendly, supportive environment. W.P. skills required.

• **PERSONNEL ASST. \$21-23K.** Our growing employment agency is looking for an outgoing personality who can work independently in a fast-paced, people-oriented environment. Good communication & organization skills are essential. W.P. exper. an asset.

DELIVER, FAX (470-0436) OR MAIL YOUR RESUME TO OUR OFFICE OR CALL TO ARRANGE AN APPOINTMENT.  
Many other positions also available.

107 MAIN ST., UNIONVILLE  
470-1771

## CLERICAL ASSISTANT

NORTHERN DEVICES is part of the Leviton family of Companies; Canada's leading manufacturer of electrical wiring devices. In our new Scarborough location, we seek a bright energetic person to provide clerical assistance in our busy office.

Under the direction of the Plant Secretary, you will be responsible for producing correspondence, reports and memos for several departments, arranging and facilitating meetings, filing and an assortment of other support functions.

Experience in a busy office, strong communication and clerical skills and a natural attention to detail are required. Knowledge of Word Processing and Lotus 123 are definite assets. Please call or apply in writing to:



CAROLE CAMERON  
PERSONNEL SUPERVISOR  
NORTHERN DEVICES  
35 DYNAMIC DRIVE  
SCARBOROUGH, ONTARIO  
M1V 4Z9

416-754-0689

## ACCOUNTS PAYABLE CLERK

With experience. Must be detail oriented, neat, tidy and accurate.

Call  
MR. BELANGER  
294-3700

## CLERK

For general office duties in our Credit Department.

Full company paid benefits.

Apply in person to complete application.

Mrs. D. Gillespie  
C & M Products  
189 Bullock Drive  
Markham



requires

## PART TIME SWITCHBOARD

FOR DAYS, WEEKENDS  
OR EVENINGS

Good phone manner and 50 w.p.m. typing skills essential.

## PART TIME EVENING RECEPTIONIST

Hours 5 - 9 PM. Candidate must have a good telephone manner and 50 w.p.m. typing.

CALL NORMA CURRIE  
294-1372

Teaching Opportunities 545

FULL time position available now for an E.C.E. teacher and assistant in the Gormley area. Please call Linda for more information. Call 887-9380.

## STOUFFVILLE PRE SCHOOL

Requires an assistant teacher 4 mornings per week. Interested applicants, please phone:  
640-5990

Domestic Help Wanted 550

HOUSEKEEPER required one day per week \$10 per hour. Call 294-7435.



## RECEPTIONIST/ SECRETARY

If you type 50 w.p.m., have a pleasant personality and enjoy dealing with people - please contact:

ANN LEPIK  
477-1270