

DRAKE PERSONNEL™



DRAKE PERSONNEL™

EXECUTIVE SECRETARY/RECEPTION

\$24,000-\$25,000. Fabulous Opportunity! If you enjoy a challenge and opportunity — look no further! This very professional firm requires a well organized, flexible individual with good secretarial skills including knowledge of LOTUS 123. Dealing with clients and other clerical duties will be a part of your busy day. Excellent benefits and a good management team make this a terrific opportunity for someone like you. Call now. Order #K8148.

CUSTOMER SERVICE/ORDER DESK

\$16,000-\$18,000. Join this progressive Markham firm and use your people contact skills as you assist customers in this busy environment. Lotus 123 or any other computer experience an asset. This prestigious company offers excellent hours, great team workers and top benefit package. Don't miss this opportunity. Call now. Order #K7120.

VARIETY PLUS

\$18,000-\$23,000. Phones, Wordprocessing, customer service and some data entry will all be a part of your day in this small, friendly office. If you enjoy working on your own and if you are pleasant and willing — then look no further. Full benefits and a pleasant environment will be offered. Order #K9099.

PERMANENT PART-TIME

Returning to the work force or just beginning? If you can handle a variety of duties including phones, typing and reception we're looking for you. How's 8:00 a.m. to 12:30 p.m., Monday to Friday? Grow with this opportunity to work for this exciting company. Order #K7288.

3 PERSON FRIDAYS

\$18,000-\$24,000. A variety-filled day will be yours if you join one of these small, friendly offices. Invoicing, phones, clerical work, customer service and other duties will make your day fly by. All of these companies offer a pleasant, friendly, casual environment.

2 RECEPTION/SECRETARY

\$19,000. Use your outgoing personality and good communication skills in this small friendly office. If you enjoy people contact and if you have some computer knowledge, then start your FALL off in a new position. Order #K7348.

INTERMEDIATE SECRETARY

\$22,000-\$24,000. Join a top notch well established Markham company that offers full benefits and a beautiful work environment. Good communication skills and some Wordprocessing knowledge along with an excellent attitude will assure you this great position. Order #K7257.

4 WORDPROCESSORS!!

\$19-22K. Join this large, well established company as a part of their wordprocessing team. Excellent benefits, great offices and flexible hours could be yours. Some wordprocessing experience and dicta typing are assets. Why wait, join this top notch company. Order #K7342.

SWITCHBOARD OPERATORS

\$16-18.5K. This large, well-established high-tech company needs your outgoing personality in this friendly office. If you have any switchboard experience at all, then you could join a real team atmosphere. Full benefits, growth potential and a great atmosphere will be offered. Order #K7303.

WORD PROCESSOR/RECEPTION

\$18,000-\$23,000. If you enjoy a challenge, then this is the position for you. This established company offers a wonderful package to someone with Wordprocessing skills, eager attitude, friendly manner. Excellent benefits and good management team make this a terrific opportunity for someone like you. Call now. Order #K7060.

DRAKE PERSONNEL™

EARLY MORNING AND EVENING APPOINTMENTS ARRANGED. THESE ARE ONLY A SAMPLE OF THE MANY POSITIONS WE HAVE AVAILABLE.

CALL DIANNE KEIL OR KAREN BAKER
at 471-8551
5871 HWY. #7, 2ND FLOOR, MARKHAM
EVENINGS BY APPOINTMENT

Sales Help & Agents

530

BARTHOU JEWELLERS

requires
Mature SALES CLERKS

We will train
Call 294-4844
(ask for Brian)

MAIN ST. UNIONVILLE GIFT/CARD STORE

Permanent part time position. Would suit senior or homemaker. Flexible schedule. Please call Danny.

477-3394

TELEMARKETING

(Steeles & Victoria Pk)

AD SALE

Experienced only
Commission
HOCKEY & SENIOR
CITIZEN MAGAZINES

PHONE MIKE

940-2589

The Tribune
640-2100

Hospital, Medical, Dental

535

Home Relief

Health Services Inc.
Home Care and Nursing Services

requires

- HCA's/NA's for floor and private duty.
- RN's/RNA's with meds for floor and private duty.

Call
for appointment

472-0709

RECEPTIONIST FULL TIME

Required for Dental office. Duties will include general office procedures.

Please send resume to
P.O. Box 585
Stouffville, Ont.
L4A 7Z7

DENTAL ASSISTANT UNIONVILLE

NEW GRAD WELCOME

477-6331

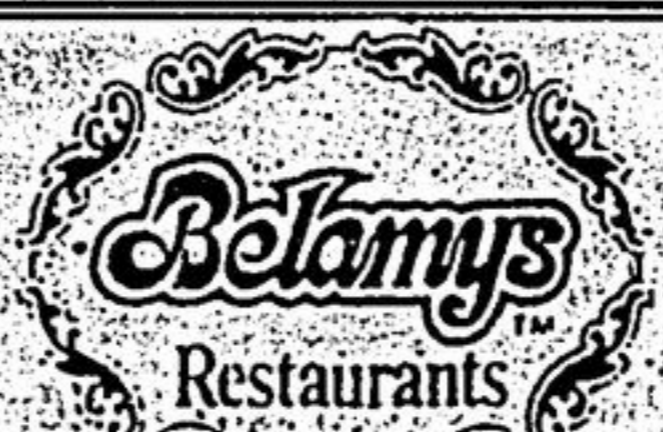
RECEPTIONIST/ DOCTOR'S OFFICE

3 days per week. Good telephone manner, basic office experience.

Apply to
M.E.C.
Box 416
Markham, Ont.
L3P 3J8

Hotel/Restaurant

540



BELAMYS RESTAURANTS

— UNIONVILLE —
has employment opportunities for
FULL TIME DAYS MON-FRI. HOSTESS WAITER/WAITRESS PREP COOK

Belamys Unionville, as a part of fast and growing restaurant/bar chain is seeking enthusiastic and career oriented individuals to come and join our team in Unionville. Please apply in person Mon-Fri: 9 am-5 p.m. at 4261 Hwy. #7, in the shops of Unionville Plaza or call 479-4122.

ANGIES EATERY

Requires the following staff:

- ★ Cook
- ★ Waitress/Waiter
- ★ Bus Person

To work evenings and weekends.

Contact Spiro
or Lube at
640-8858

THE DUCHESS OF MARKHAM

Requires full time day
DISHWASHER \$6.50 per hour

ALSO

Part time **DISHWASHER**
(nights and weekends).
\$5.00 per hour.

Call
Kent Thibault
294-3181

540

WAITERS/ WAITRESSES BAKE SHOP SALESPERSON

- Seniors welcome -
Reliable part time help weekends and occasional days / evenings.

For interview call
479-1178
A Country Manner

RICHMOND'S RESTAURANT

requires
• **LINE COOKS**
- 5 DAYS PER WEEK
- NO WEEKENDS
- NO HOLIDAYS
- EXCELLENT WAGES
30 East Beaver Creek Rd.
(Hwy. 404 & 7)
764-6066

Domestic Help Wanted

550

CLEANING lady required 1 day a week. Some ironing. Own transportation. Major Mackenzie / Warden area. Call 294-6668.

Domestic Help Available

555

PERFECTION PERSONNEL - Specialized in Filipino live-in Nannies/Housekeepers, girls are experienced and hard working, carefully screen, pay own air fare. 543-9239 day / evening / weekends. (Markham Rd. & Hwy. 7).

Employment Wanted

570

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.