

BEST JOB FINDERS IN MARKHAM

Start your Fall off in the right direction. Begin the new season in a new challenging position. Drake has many excellent opportunities for people with experience or for those looking for a junior entry level job. This is a great time for mothers to get back into the workforce. Drop by our office to discuss your employment needs.

VARIETY PLUS! Entry Level

This friendly office has a great team environment for an enthusiastic, bright junior. If you have any typing abilities and some customer service experience (retail or office) then you could join this growing company. Order #K7179.

PERSON FRIDAY

\$18,000-\$22,000. Your days will whiz by in this variety filled position. Reception, typing, invoicing and computer work will all be a part of your day. This is a small friendly office that is growing. Order #K7358.

WORDPROCESSORS

\$19,000-\$22,000. Join one of Markham's largest, well established companies. Excellent benefits, beautiful offices and great advancement opportunities will be offered. If you enjoy word processing and if joining a large company appeals to you call us now. Order #K7361.

ACCOUNTS PAYABLE

\$23,000. If you want to become part of this large company where you can use your accounts payable experience call us now! A superior benefits package, a real team environment and great offices will be offered. If you have accounts payable experience and some computer knowledge call us now to become part of this great company. Order #K9099.

RECEPTION/SECRETARY

\$20,000-\$22,000. An exciting opportunity awaits you in this fast growing company. Use your top organization talents to handle a variety of secretarial tasks in this busy environment. Data entry experience and computer knowledge an asset. Excellent benefits, friendly co-workers, super environment. Call today for details. Order #K7288.

ACCOUNTS RECEIVABLE CLERK

\$18,000-\$19,000. This sales environment is great for an outgoing individual that enjoys dealing with the public. Some word processing and a flexible organized personality will ensure you this great position in a growing company. Order #K7388.

ACCOUNT CO-ORDINATOR

\$20,000-\$25,000. Our client, a well established direct mailing firm has an immediate opening for a bright individual with print product background or direct mailing experience. Good organization ability, detail oriented and computer exposure are the keys to this position. Super benefits, great team environment and room to grow. Call today. Order #K7259.

These are just a few of the many positions available
NO APPOINTMENT NECESSARY
CALL DIANNE KEIL OR KAREN BAKER
at 471-8551
5871 HWY. #7, 2ND FLOOR, MARKHAM
EVENINGS BY APPOINTMENT

**DRAKE
PERSONNEL**

ALLERGAN Inc.

The Eye Care Specialists

ALLERGAN INC., a dynamic and progressive pharmaceutical company specialized in eye care products, is reputed internationally for its product excellence and organizational strength. We are currently seeking a

Receptionist

You will greet, assist and direct callers and visitors in a professional manner. Daily tasks will include sending courier packages and invoices, and providing administrative support as required.

As the ideal candidate, you are a high school graduate, with excellent telephone skills and a typing speed of at least 40 wpm. You must have a well-groomed appearance and clear neat handwriting. Knowledge of French would be an asset.

We will reward your enthusiasm and initiative with a competitive salary that includes participation in our savings and insurance plan and a pleasant working environment.

If you wish to join Allergan's dedicated team, please forward your confidential resume to: Diane Tille, Human Resources Recruiter, 625 Cochrane Drive, Markham, Ontario L3R 9R9.

Science with Vision

RECEPTIONIST

(Markham)

\$20,000 + (Excellent Benefits)

Our client is a medium sized company. They require an individual who has excellent English communication skills and enjoys a fast paced work environment. There is some typing involved and wordprocessing experience would be a definite asset. If you enjoy being part of a winning team and the idea of making a positive contribution sounds exciting to you, then pick up the phone and find out more about this great opportunity.

CALL LINDA **HUNT PERSONNEL**
492-8502 **TEMPORARILY YOURS**

RECEPTIONIST/ PERSON FRIDAY

Duties include reception, processing mail, typing, switchboard and ordering office supplies. Pleasant telephone manner, good command of English Language required. Full company benefit package.

Please mail resume, in confidence to:

Mr. C.R. Thompson
Marsulex Inc.,
P.O. Box 200 Stn. A.
Willowdale, Ont.
M2N 6H2

MARSULEX INC.

SWITCHBOARD OPERATOR (Markham)

Young, dynamic medical research and development firm requires a switchboard operator. All you need is a desire to learn, excellent English communication skills and some phone experience. If a friendly, enthusiastic, and upscale work environment is what you are looking for then...

APPLY NOW!!!

Call LINDA **HUNT PERSONNEL**
492-8502 **TEMPORARILY YOURS**

Teaching Opportunities 545

E.C.E. or Teachers Aide / part time mornings only for small friendly nursery school in east Markham area. Call Mrs. Maybee at 471-1711.

Domestic Help Wanted 550

A mother's helper required immediately. Live-in. 484-8215.

**HOUSEKEEPER
WANTED**
2 day per week
9 AM - 4 PM
294-8096

MARKHAM - 48 & 16th. Housekeeper for single father with 2 teenage boys. 294-8536 after 6 PM.

NANNY - Are you looking for a new position but just haven't found it yet! Give yourself some space, take the next 2 months Oct/Nov. and look; while earning top \$ 5750 clear. Unionville. 940-3272.

Domestic Help Available 555

EXPERIENCED cleaning ladies, working in pairs, available. 286-7803.

EXPERIENCED lady for residential cleaning in Markham and Unionville. Also; looking for cleaning contracts with small businesses. Call Maxine, 640-6120 after 12 PM.

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).

PART time Housekeeper & Cook. Experienced. Available from 3 p.m. Monday - Friday. References. Call Sabina, 477-3043.

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.

RECEPTIONIST/ TYPIST

Required by Insurance Broker, Unionville.

Must have pleasant telephone manner and be willing to learn data entry.

Contact
DONALD VALE or
MAGGIE CLARK
477-2720

SECRETARIES Municipal Engineering

- Typing, phones, filing, mail, general administrative duties for large department
- Skilled on Xerox Memorywriter
- High school, 1-2 years' related experience
- Good organizational and interpersonal skills

MMM offers competitive salaries, an above average benefits package and the opportunity to grow personally and professionally in a large (520+) engineering, planning and surveying company. We will be relocating to Leslie & Hwy. #7 early 1990.

Interested applicants should forward resumes to:

R.L. Lawson, B.A. H.R.P.
Manager, Human Resources
275 Duncan Mill Road
Don Mills, Ontario
M3B 2Y1

Marshall Macklin Monaghan Limited
Consulting Engineers Surveyors Planners

Sales Help & Agents 530



FASHION SALES

The search is on for a pleasant and outgoing person, success oriented and itching to get things done. You have an excellent sales record, are competitive and enjoy the fashion aspects of our work; coordinating, merchandising and display. An excellent opportunity for a talented and highly motivated person. Call to meet us soon, Monday - Thursday after 6 PM.

Mrs. Blom
764-1623

RETAIL SALES

Management position available for an Art Shop in Markville Shopping Centre. Call:

Pam 428-2538
9 am - 6 pm
for appointment

RETAIL SALES HELP

Needed for Main Street, Markham store.

Interested applicants should have a good sense of colour and enjoy home decorating.

CALL:
294-8477

TELEMARKETING

(Steeles & Victoria Pk.)

Experienced or will train. Must have clear command of the English language.

Commissioned sales.
Hockey publication.

Call MIKE
940-2589