

General Help

510

Office Help

525

LADOLAW TRANSIT
requires a
SCHOOL BUS DRIVER
Call 655-8413 or
TOLL FREE 1-800-263-7987
(ask for Bruce)

LADOLAW TRANSIT
requires
FULL TIME STOCK PERSON
For their Markham location. Please contact Norma Matus
294-5104, Ext. 358

Skilled & Technical Help

515

LADOLAW TRANSIT
Requires a FULL TIME
CLASS "A" MECHANIC
Propane and diesel experience an asset.
Apply to:
Rob Atwill
30 Heritage Rd.
Markham
294-5104 (ext. 348)

Office Help

525

COME JOIN A WINNER!
ORDER DESK
Rapidly expanding distributor in the music industry requires two more clerks. You should possess some data entry experience and enjoy working on the telephone. The work environment is fast-paced, clean and smoke-free.
Salary is \$18K - \$20K depending on your experience.
If you like to be busy, feel excited and have an opportunity to grow with us, call Susan Spakowski or Eric Burton at 470-2666.

SERVICE DISPATCHER
We need a person with a good telephone manner in English and French, who can use a computer keyboard and work in a technical environment. This person will answer, screen and dispatch calls for the Customer Support Operations Centre and perform related clerical duties, a technical background is an asset. Genamation is an employee owned national computer company focused on UNIX solutions. Send resume to:
George Gorsline
Genamation Inc.
351 Steelcase Road West
Markham, Ontario
L3R 3W1

SECRETARY/RECEPTIONIST
Engineering firm requires mature and experienced secretary for a full time permanent position. Minimum 50 w.p.m. (prefer word processing).
Excellent work environment, salary & benefits.
Markham (Woodbine & #7).
Days
940-4664
Evenings
665-4870

ACCOUNTS RECEIVABLE CLERK
Entry level. Requires good telephone manner, aptitude for figures, willingness to use a computer and grade 12 preferred.
Please contact:
Russ Harrington
477-0030

Fitzhenry & Whiteside


SUPERVISOR WANTED
For full service gas bar. Incentive plan, good wages, benefits available.
Markham area.
Call John or Peter
471-1609

Office Help

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W/PRO "PRO"
\$24,000
Best word processing department in town? Super boss and her team need 2 more operators to join their group. They have created a supportive environment where everyone helps to turn out the high quality work this prestigious company demands. Can you make the grade? Coffee breaks, beautiful cafeteria and great benefits call today!
Susan Cooper
292-2282
4002 Sheppard Ave. E., Ste. 507, Scarborough, Ont. M1S 1S8
Toronto • Montreal • Ottawa • Quebec • Fredericton • New York
quantum

Billing Clerk
MMM, a multidiscipline company of consulting engineers, planners and Ontario land surveyors, is currently looking for a billing clerk in their accounting department.
Applicants must have strong mathematical abilities, a high school education and good interpersonal skills. Prior invoicing experience is essential, as is familiarity with computerized accounting systems.
We are relocating to the Leslie and Hwy. #7 area in early 1990.
Candidates 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 

SECRETARY/RECEPTIONIST
Join the team of a medium sized company, located in Markham, who believes the most important person in our company is the receptionist! Full Benefits, Good Salary
The successful candidate must have:
• Word Perfect Computer Skills
• Good Typing
• Previous Office Experience
• Good Oral and Written Skills
If this is you and you would like to join our team, and be willing to pitch in, please call: **479-8690**

ACCOUNTING CLERK/SECRETARY
Duties include computerized cost and payroll accounting, posting to GL, reconciliations and typing. Must be computer oriented, Word Perfect an asset.
We are a consulting engineering firm located near the 404 / Highway 7.
Send resume in confidence to:
Colt Engineering Corporation, 60 Centurian Drive, Suite 201, Markham, Ontario L3R 8T5. Attention: S. Haladay

Computer Operator
We require an individual with 6 months to 1 year experience in operating an IBM System 36. Knowledge of OCL is a definite asset. You will work 7:30 a.m. to 4:00 p.m. Monday to Friday.
If interested, please reply to:
BATRONICS INC.
Human Resources Department
8301 Keele Street
Maple, Ontario
L6A 1T2
669-9326
NO AGENCIES PLEASE

BOOKKEEPER/Person Friday
28 - 30K
Store fixture manufacturer requires self starter experienced to trial balance.
Additional duties to include payroll, invoicing, customer service, typing and other clerical tasks.
Please forward your resume to:
Ron Grube
Wire Weld Products Inc.
2600 John St., Unit 206
Markham, Ont. L3R 3W3
Phone 497-0587

DATA ENTRY, INVOICING CLERK - Growing Markham company, needs a mature, energetic person for data entry, some phone, filing. Excellent working environment, benefits, wages. Call Winnie:
470-0080


PROPERTY MANAGEMENT SECRETARY
Responsible person with good typing and I.B.M. Multi-mate experience. Leasing background an asset.
Lebovic Enterprises: Tel. 640-7361, Fax 640-7369, P.O. Box 1240, Stouffville. L4A 8A2.

PART TIME RECEPTIONIST
Required for hairdressing salon in Markham. Call:
294-5465

Hospital, Medical, Dental 535

DENTAL ASSISTANT
Full Time. Experience preferred. McCowan Rd/Steeles Ave. area.
Please call
299-9083

Hotel/Restaurant 540


al dente
Ristorante Italiano
Located at
39 Main Street, Markham
has an opening for a
WAITER/WAITRESS
Lunches Monday-Friday
10:30 AM - 2:30 PM
Good wages & tips
For more information
Please call Raffaele
471-5670

RECEPTIONIST
Full or Part Time
Reply to
Box 585
Stouffville, Ontario
L4A 7Z7

SWITCHBOARD OPERATOR
Required for Markham transportation firm. Excellent benefits and wages.
Call Kriss
756-7712

RECEPTIONIST
For accounting office.
Willing to train on computer.
Steeles-Woodbine area.
475-6795

BOOKKEEPER
A fast paced sales and marketing company located in the Woodbine & Hwy 7 area requires an experience bookkeeper to handle multiple sets of books to trial balance in a computerized environment. Full benefits.
For an interview call:
ROBERT MOORE
477-5600

Hotel/Restaurant 540


THE FISH & CHIP SHOPPE
requires
PART-TIME WAITERS/WAITRESSES
for lunch time hours
475-8641 (Maryann or Sam)

FULL TIME SHORT ORDER COOK
PART TIME CASHIER
Top wages for restaurant in Stouffville.
640-8262
ask for Jim