

Office Help 525

**CLERK - TYPIST**

Does the prospect of catching on with an industry leader situated right here in Markham interest you? Does the fact that there is top-notch training available make you want to know more about this opportunity?

If you have computer entry skills and some general office experience and are looking for an entry-level position with a solid company then you should contact:

Dean J. C. Sawas, S.M.A.D. Associates  
35 Hallam Road, Markham, Ontario L3P 5Z1  
Telephone # 294-8844



Our fast growing organization now requires the following positions to be filled:

**TELEMARKETERS**

- Required in our office supply division
- Must be enthusiastic
- Must have excellent telephone skills
- Must have related telemarketing experience
- Excellent benefits, salary plus commission, as well as other incentives

**INTERMEDIATE CLERKS**

- Several positions available
- Must have excellent customer relation skills
- Must have data entry experience as well as sound typing skills
- Must have office experience

**ACCOUNTS PAYABLE CLERK**

Responsible for processing of Dealer's Payables. This includes processing of Invoices for payment, monthly reconciliations, timely internal follow up of Invoices awaiting authorization and update of the "Invoices on Hold" report.

- Must have 2 years experience
- Must be well organized with a high degree of accuracy.

**SWITCHBOARD/RECEPTIONIST**

Required immediately in our Furniture division at the main switchboard. We need a person with a good telephone manner and SL-1 experience. Typing and clerical skills would be an asset.

CONTACT  
SANDRA McKEAN  
491-9330

OFFICE EQUIPMENT CO. OF CANADA  
1490 Denison Street  
Markham, Ontario  
L3R 9T7

**RECEPTIONIST/TYPIST**

Woodbine & Steeles

A Computer Consulting Company requires a self-starter with a pleasant telephone manner. Strong communication and typing skills a must. No computer experience necessary as training will be given. Pleasant working conditions, and excellent benefits.

Call 470-0541 for interview

**SECRETARY**

Fast growing computer distributor has immediate opening for an experienced secretary with the following qualifications:

- Minimum 2 yrs. secretarial experience
- Excellent WordPerfect and Lotus 123 skills
- Strong organizational skills

We offer a competitive salary and benefits package.

Contact Wendy Matharu  
479-1911

Hospital, Medical, Dental 535

**PARTICIPATION HOUSE**

Markham

**NOW HIRING**

**FULL-TIME - IMMEDIATE  
RESIDENT CARE AIDES**

Working with physically disabled adults.

For information call  
Julie Donkersley

294-0944

**PUBLIC HEALTH DEPARTMENT HOME CARE PROGRAM**

Invites applications for the following positions:

- 2 Permanent Full-Time
- 1 Temporary Full-Time

**HOME CARE CO-ORDINATORS**

Salary range: \$1,192.43 to \$1,619.31 bi-weekly

Reporting to the Home Care Supervisor, you will assess the eligibility of referred clients for admission into the Home Care Program and co-ordinate multi-disciplinary services for clients admitted to the Program. You will also monitor the provisions of Home Care Services, re-assess client eligibility status; and assist ineligible clients in finding alternative sources of care.

As a qualified candidate, you will possess a degree in nursing or a diploma in Public Health Nursing and are registered with the College of Nurses in Ontario, (or possess a bachelor's degree in a relevant health care field, including one year in community health). Your good time management and effective organizational skills along with your knowledge of community resources make you an ideal candidate. The availability of a vehicle is essential. A mileage allowance is provided.

Applications and resumes should be submitted on or before December 29, 1989. We thank all applicants for their interest however only those selected for an interview will be contacted.

The Regional Municipality of York  
Human Resources Department  
80 Bayview Avenue  
Box 147  
Newmarket, Ontario L3Y 4W9  
FAX: (416) 895-4232.



Domestic Help Available 555

**MIGHTY MAID HOMECARE SERVICE** - Bonded and insured maids - help with your housework on a regular basis or occasionally. Call 472-3014.

Employment Wanted 570

**FURNITURE Designer/Builder** seeks industrial wood shop time in exchange for hours or \$\$\$. Brian, 471-8162.

**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.

Daycare Available 770

**DAYCARE** on the FARM - All ages including infants. Kennedy Road between 18th & 19th. 887-1560.

**QUALITY** daycare provided by E.C.E. with 10 years experience. Not just babysitting. Kennedy & Denison are (near public schools). Start January, 2 to 6 years old. Brenda, 470-2958.

Daycare Wanted 775

**BABYSITTING** required in our home, one day a week, flexible. Two children, 3 months & 18 months. References required. Call 479-4577 or 852-7473.

**LOVING** daycare needed for 4 month old girl and 5 year old boy. 8:30 - 6. Monday-Friday. West end Stouffville preferred. Call 640-2316.

**NANNY/Housekeeper.** Making a decision about a family and a job is tough. Why not look at a way to avoid problems for you and support us too. To look at a 10 week trial starting Jan. 1/90. Call to find out more. Serious inquiries, 294-6398.

**WANTED!**

Mature, reliable individuals interested in earning a second income while remaining at home.

**WE OFFER:**

- competitive rates
- payment for statutory holidays
- payment for the first 5 days of a child's illness
- necessary equipment
- full insurance coverage
- flexible - full or part time
- backups for illness or holidays
- ongoing support and training



For more information please call  
642-1906

Hotel/Restaurant 540

**OLD COUNTRY INN**

requires  
Full Time

- Evening / dishwasher
- Kitchen Help
- Bar help

477-2715

198 Main Street  
Unionville

**FULL-TIME  
DAY STAFF**

Because we offer quality training, we don't ask for experience. You're not just one employee among many, you're the person responsible for meeting the needs of our customers and maintaining our reputation for quality, service and cleanliness, as a member of our DAY STAFF.

**WE OFFER:**

- competitive wages with regular merit raises
- flexible scheduling
- advancement potential
- opportunity to meet new people and make new friends
- outings and social activities
- recognition programs

If you've ever said, "All I need is the opportunity to prove myself," this is that opportunity. Visit the following McDonald's today and ask about our Crew positions.



McDonald's Restaurant  
16th Ave. & Hwy. 48  
472-2655

**Firewood**

**FIREWOOD** - Dry hardwood, cut, fine split - 12" - \$75, 16" - \$85, face cord delivered. Free kindling with orders. McCowan Firewood, 294-1907 or 887-1542.

**WOODY'S  
FIREWOOD**

By BUSH CORD  
All hardwood  
Cut, split  
delivered  
476-2203

**Call Classified**

When buying or selling - remember to turn to classified for fast money-saving results!

**WANTED**

**TEMPORARY SHIPPER/RECEIVER  
AND A DATA PROCESSOR**

Compuserve is Canada's leading distributor of microcomputer hardware, software and peripherals. The company has earned a respected position in the industry through its commitment to service, support, education and market leadership. Its strength encompasses both the resellers it serves as well as the employees that represent it.

We offer an attractive salary and pleasant working environment. We have immediate openings for Temporary Shipper/Receivers and a Data Processor in our office located in Markham. Training will be provided. Candidates for the Shipper/Receiver position are invited to call Ken Ryles at 477-8088 EXT. 404. Candidates for the Data Processor position please call Eric Hoffman at 477-8088 EXT. 457.

**COMPUSERVE**

Office Help 525

**RECEPTIONIST**

Person wanted full time for reception/clerical duties in Markham office. Fluent English a must.

Please call  
LINDA at

416-479-5022

Hospital, Medical, Dental 535

**MEDICAL**

**RECEPTIONIST**

Required for new Health Centre. Fluency in Cantonese an asset.

940-9988