

SULLIVAN STRONG SCOTT CANNINGTON, ONTARIO

We are a busy steel fabrication plant, building bulk materials handling equipment. We currently have openings for:

BRAKE OPERATOR

Experienced Brake Press Operator required for 300 ton hydraulic brake.

LAYOUT

An experienced Sheet Metal and Platework Layout person is required. Applicants should have a good knowledge of blueprints, drafting capabilities and a mathematical aptitude.

Duties will include analyzing written work-orders and blueprints in order to produce cutting lists for shop personnel.

FITTER WELDERS

Skilled Fitter Welders required. Must have good blueprint skills. Mig and Stick skills are essential. Stainless steel experience would be an asset. We have competitive wages and a good benefit package.

Apply in person or send resume to:
160 Peace St., P.O. Box 190,
Cannington, Ontario, L0E 1E0
(705) 432-2535 (416) 686-2956

Computer/Data Processing

520

Computer Operator I

Wang Canada Limited, is looking for a self motivated Computer Operator. You will work out of our MIS Data Center in Richmond Hill.

You will be expected to work alternating shifts; days (7 a.m.-3:30 p.m.) and afternoons (3 p.m.-11:30 p.m.) and willing to periodically handle additional work on weekends and after hours. You must be a self starter and have STRONG written and oral communications skills, as user support for local and network systems is a major component of the job.

We are looking for a quick learner, who enjoys working in a fast paced, high tech environment and is a strong "TEAM PLAYER". You should have basic knowledge of computer hardware including micro computers and printers.

Wang Canada offers a competitive salary, as well as a comprehensive benefits package.

Please forward a detailed resume, in confidence to: John Puopolo, MIS Operations Supervisor, Wang Canada Limited, 66 Leek Crescent, Richmond Hill, Ontario L4B 1J7, Fax: 764-3190.

Office Help

525

CENTURY 21 RECEPTIONIST

Immediate, part time days available in busy real estate office. Must have excellent telephone manners and typing skills. Real estate knowledge a plus.

For an interview contact
Paul Parente
477-2533

Denco, a leading health care company, recently relocated in Markham, have an immediate opening for:

RECEPTIONIST

You must have excellent English language skills, a pleasant professional manner and enjoy meeting people. Previous switch-board experience an asset.

Call Diane at 470-7181
or Fax resume to: 940-8034

FILE CLERK PERMANENT PART TIME

Opening available with flexible hours, 4 hours a day, Monday through Friday. Duties will be primarily the responsibility for the file room and relieving of the receptionist at lunch hour. The successful candidate should be well groomed and have a pleasant telephone manner. Company benefit plan, including medical, dental and group insurance available. The position is at our Markham office located at Highway 404 and Highway 7.

Interested individuals should forward their resumes by mail or delivery in confidence to:



Mr. Alan P. Froggatt, C.A.
Dunwoody & Company
Chartered Accountants
625 Cochrane Dr., Suite 700
Markham, Ontario
L3R 9R9

MAKE A CHANGE FOR THE NEW YEAR!

SENIOR SECRETARY

\$23,000-\$25,000. Warden & 14th. Fabulous opportunity! If you enjoy challenge and opportunity look no further! This established company offers a wonderful package to someone with dicta, Wordprocessing and a familiarity with computers. Use your top organizational skills and ability to deal with people in this busy environment. Excellent benefits and growth with this company. Order #K7099.

ACCOUNTS RECEIVABLE CLERK

\$21,000-\$23,000. Warden & 14th. Join this well established company and become part of their accounting team. Knowledge of collections, accounts receivables, a flexible personality and a mature attitude is all you will require. Grow with this opportunity to work for this professional company. Order #K7347.

ORDER DESK CLERK

\$18,000-\$22,000. Woodbine & Denison. A little experience, a lot of enthusiasm, some computer exposure and the ability to deal with people are the keys to this people-oriented position. Your day will consist of a variety of duties including typing, taking telephone orders, entering them into the computer, working with sales reps and customer service involvement. Friendly environment, excellent benefits. Order #K7472.

SENIOR CUSTOMER SERVICE

\$27,000-\$30,000 + + +. E. Beaver Creek. This dynamic Markham company needs you! If you have knowledge of dental terminology or any exposure to that industry you can be the candidate selected for the development and customer service of their new product line. Handle trade shows, liaise with clients, order entry and travel throughout Canada. Call today. Order #K7473.

WORD PROCESSORS

\$22,000-\$23,000. Warden & Steeles. Variety, challenge and the opportunity to move ahead can be yours! Join this large established Markham company. Handle reports, correspondence and memos. Enjoy flexible work hours and top benefits. Call today for further details. Order #K7464.

PERSON FRIDAY

\$22,000-\$24,000. Steeles & Victoria Park. Enjoy working with figures? If so this friendly office is looking for an accounts payable person with top organizational skills. Handle many facets of accounting as well as general office duties, matching, batching, reconciliations, bank deposits and some relief phone work. Lovely offices. Order #K7461.

These are just a few of the many positions available.
NO APPOINTMENT NECESSARY
CALL DIANNE KEIL OR WENDY CARPENTER
at 471-8551
5871 Hwy. #7, 2nd floor, Markham
Evenings by appointment

DRAKE
PERSONNEL

We require a receptionist/typist/data input person for a transportation company in Stouffville.

The individual should have good phone skills, be able to communicate well and be organized in co-ordinating their other duties with answering the phones.

Please reply by resume stating in detail your job history, work experience, academic background and salary expectations.



To: Don Anderson Haulage Limited
P.O. Box 490
Stouffville, Ontario,
L4A 7Z7
Attention: Ken Sadler
Resumes will also be accepted at our office in
Stouffville.
Interviews will be arranged at a later date.



SR. ACCOUNTS PAYABLE CLERK

Experienced in computerized accounting systems required. Good command of the English language and good communication skills. Salary commensurate with experience.

Send resume to the attention of J. Baker:
**White Rose Crafts
and
Nursery Sales Limited**
4083 Highway #7
Unionville, Ontario
L3R 2L5

Insulin is only
a bandage.

Funding Research. Seeking a Cure.



Brownlee Personnel Services

PURCHASING ASST. — \$23K — Get involved in all aspects of purchasing as well as coordinating a dynamic marketing program for this unique prestigious co. If you are intelligent, flexible & detail-minded with 1-2 yrs. exper. & computer knowledge then this co. is interested in you.

PARTS ORDER DESK — \$20-\$21K — Processing orders on computer, answering calls from dealers/customers re prices, order status, issuing credit notes, returns, etc. are part of this busy position. Excellent advancement potential.

OFFICE SUPPORT — \$22K — Variety is "key" — good typing skills (50 wpm.) some exposure to computers & good customer service attitude is needed in this rapidly expanding co.

SECRETARIES — 4 positions available — These positions are all different and vary in responsibility and salary. Call for more information.

BROWNLEE PERSONNEL SERVICES
107 Main Street, Unionville
470-1771 FAX RESUME 470-0436

WE NEED YOU

- ENJOY THE BENEFITS OF WORKING TEMPORARY
- WORK WHERE YOU WANT
- WORK WHEN YOU WANT
- ENJOY VARIETY
- GAIN EXPERIENCE

WE ARE RECRUITING

- Receptionists
 - Data entry operators
 - Clerks
 - Dec. Mate Operators
- WE OFFER:**
- Weekly paycheques
 - 4% vacation pay
 - Statutory holiday pay
 - O.H.I.P.

YOU CHOOSE THE DAYS YOU WANT TO WORK

Call Today
Markham Office
5071 Hwy. #7, Suite 205
(just west of McCowan)
479-6900
Serving Markham,
Stouffville, Richmond Hill & Thornhill



ADMINISTRATIVE ASSISTANT
CAL-ABCO Markham requires a highly motivated person to report to our warehouse manager.

This position offers a wide range of duties. Typing is a must and experience with a word processing package an asset.

We offer a competitive salary and benefit package.

Please call Mr. Ron Lahaie
475-4066

PENGUIN BOOKS CANADA LIMITED



RECEPTIONIST

Required for our Markham office. Use your pleasant telephone manner and communications skills at our busy reception desk. Experience required. Excellent salary and benefits. Call 940-1381 or send resume to Human Resource Manager, 2801 John St., Markham, Ont., L3R 1B4.

OFFICE HELP

Part Time

Reply to
Box 585
Stouffville, Ontario
L4A 7Z7