

Office Help 525

JUNIOR CLERK TYPIST

Required for Human Resource Dept. We are looking for a bright, energetic self starter with P.C. knowledge, typing, good telephone manner and be able to adapt to a fast pace hectic routine. Room for advancement for the right person.

Please call
Carol Orr-Smith
Personnel Manager
Family Trust
470-1111



ORDER DESK/CUSTOMER SERVICE

Fast growing computer distributor has an immediate opening for an experienced Order Desk/Customer Service person with the following qualifications:

- 1-2 years experience as an Order Desk/Customer Service person
- Ability to work in a fast paced computerized environment
- Knowledge of computer hardware would be an asset.

We offer a competitive salary and benefits package.

Contact Wendy Matharu, 479-1911

RECEPTIONIST/TYPIST

For Auto Service & Sales company located at 16th Avenue / Hwy 48. 35 w.p.m., filing, must be organized. Willing to train on computer. Full job sharing okay. Fluent English essential and you must love to work in a MAD HOUSE.

ALSO REQUIRE
PART TIME BOOKKEEPER
472-2888

**SPORTING GOODS
OFFICE ASSISTANT**

Typing, filing and assorted person friday duties. Experienced applicants preferred. 5 day week with company benefits.

Steeles/Woodbine area.

Phone Mr. Magee
475-1771

RECEPTIONIST/ACCOUNTING CLERK

Required by automobile dealership. We need a self-motivated, organized individual with some accounting experience and polite telephone manner. Computer input experience a definite asset. Please contact:

MIKE BOLTON AT



477 MAIN ST. W.,
STOUFFVILLE, ONT. L4A 2T1
640-3450

ACCOUNTING CLERK

A computer company in the Steeles and Woodbine area is looking for a self-motivated, willing-to-learn individual for their Accounting Department.

This is a junior position.
Previous experience an asset.

T. Chong
475-9434

ADMINISTRATIVE ASSISTANT

Must be equipped with the necessary skills to handle a fast paced environment. Good working knowledge of microcomputers, word processing, dictaphone, and other related office skills are essential. Salary is in the mid-twenties. Hwy. 7 & Leslie area.

Call Miss S. McKenna at
886-7468

Office Help 525

GENERAL INSURANCE

We have a position available for an office person or CSR in non-smoking, friendly office. Good advancement potential.

294-9444

**RECEPTIONIST
PART TIME**

- Monday, Tuesday
Wednesday
- Markham area

Call

471-6178
(Annette)

RECEPTIONIST

Busy Real Estate office needs a third receptionist to work alternate evenings and weekends.

Good typing / telephone skills.

Flexible scheduling.
Please call Terry
640-3131
Century 21
Gerry Meharg Ltd.

**RECEPTIONIST/
GIRL FRIDAY**

Required for busy Markham office. Advancement opportunities.

For appointment call:

Sandra
470-1783

RECEPTIONIST

For pleasant new office in Aurora. Experience on word processing an asset. Apply to:

B&S EMBLEM
140 Englehard Drive, Aurora
841-1213

**YOUNG DRIVERS
OF CANADA**

Has a clerical opening in our Markham office. Position is full time. Candidates must be organized and like people. Will start at \$300 per week.

For information and interview please contact:

Lynn
9 a.m. - 3 p.m.
470-0225

Sales Help & Agents 530

FEMALE/MALE. Earn \$30,000 to \$50,000 yearly. Expanding kitchen manufacturing company in Markham requires sales persons. We will train. Weekly draw against commission. For appt. call 294-5860.

SERVICE DIRECTORY



Dutcher's
Home Improvements
• RENOVATIONS • CARPENTRY
• DRYWALL • PAINTING
• PLUMBING • ELECTRICAL
• BASEMENT FINISHING
• GENERAL MAINTENANCE
"We Give You The Family Touch"
Call Brian: 477-1036

**THE VACUUM
FRANCHISE**
Sales and service of a complete line of vacuums (Hoover, Eureka, Iona, etc) including central systems.
5293 Highway 7
(SE corner McCowan & Hwy 7)
472-3830

S & S PAINTING
WALLPAPERING
A Touch of Class
Top quality, 2 yr. guarantee
Free Estimate
Fully Insured
471-6538
10% Discount

**TYPING & WORD
PROCESSING SERVICE**
Small Businesses & Students
Letters, Memos, Resumes,
Thesis, etc.
Carol 479-4897 Nancy 470-9750

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Personnel Manager
Family Trust
470-1111

Hotel/Restaurant 540

**Mister C's
DONUTS
& more**

NOW HIRING
Friendly and Responsible
INDIVIDUALS

For our Woodbine store located at 8261 Woodbine Ave., Markham (South of Hwy. #7).

**FULL TIME/PART TIME
COUNTER STAFF**
\$9.00/Hr.

Be part of one of the fastest growing donut chains in Canada.
470-9159

Sales Help & Agents 530

Telemarketers

Telephone solicitor required to call from home evenings. Training provided. Salary plus bonus. This is not sales work.

Call Marilyn Collect
1-853-3194

Domestic Help Available 555

CLEANING lady available with that personal touch. Please call Marion at 475-2351 (after 4 PM).

EXPERIENCED cleaning lady available for Tuesdays in Markham or Thornhill area. References. 743-6005.

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.

R.N.A. will give nursing care in your home. Call 886-8361.



Now accepting applications for:
• KITCHEN HELP
2:30 to 4:30
125 York Blvd.
Off E. Beaver Ck. Rd.
881-0151

Hospital, Medical, Dental 535

**Full Time
DENTAL
ASSISTANT**

For Markham Village Lanes dental office.

Please call
Mary or Dr. Connor
471-6617