

General Help

510



### GRAND OPENING IN MARKHAM PART-TIME CASHIERS & STOCKCLERKS

We have immediate openings for part-time cashiers and stockclerks who should be available days or evenings, Monday thru Saturday. (Flexible hours).

Candidates should be in good health to handle stocking duties. No experience is needed as training is provided. Candidates will be scheduled up to a maximum of 24 hours.

We offer company paid benefits, automatic increases and flexible working hours.

Excellent opportunity for students and homemakers to earn extra income.

Make your spare time profitable by applying in person to:

**5762 Hwy. #7 East  
Markham**



**White Rose**  
CRAFTS & NURSERY SALES LTD. ©

Has the following opportunities available immediately:

- Full time floor help
- Patio Manager
- Craft Manager

Please apply to:

**White Rose Crafts & Nursery  
4038 Hwy. 7, Unionville**



### Intertec Security & Investigation Ltd.

We are now accepting applications for the following positions:

#### 1. HIGHWAY #401 & MARKHAM ROAD

\*\*2 Security Officers\*\*  
Should have Computerized Access Control abilities.  
RATE: To \$9.00 per hour.

#### 2. TOWN OF MARKHAM

\*\*3 Security Officers\*\* RATE: \$9.00 per hour.

You must be over 18 years of age or actively retired, able to work **ROTATING SHIFTS** and possess strong English Communications Skills. We offer full training and uniform, Benefit Plan available.

**APPLY IN PERSON**  
939 Eglinton Avenue East  
Suite 119, Toronto  
Brentcliffe/Eglinton

### SHEPHERD PRODUCTS INC.

requires a

### MAINTENANCE HELPER/DRIVER

Must possess a valid driver's license and have good command of the English language.

Please apply in person at  
Shepherd Products Inc.  
16 Main Street, Unionville  
Unionville, Ontario L3R 2E4

Office Help

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#### SECRETARY/ RECEPTIONIST

Required immediately  
No experience necessary

940-6642  
(14th Ave/Warden area)

#### PERSON FRIDAY

Part time days. Typing  
essential. Warden/Denison.

Pembroke Publishers  
477-0650

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### WAREHOUSE

Publishing company requires personnel for picking and packing and inventory control. Some heavy lifting.

Apply in person to  
Bob Johnson  
Thomas Allen  
& Son Limited  
390 Steelcase Rd. E.  
Markham, Ontario

Office Help

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### ACCOUNTING INPUT ACCPAC EXPERIENCE

A full time position is available immediately. Own car required. Located in the Town of Buttonville.

Call

477-7711

Between 9-5

### VTECH INDUSTRIES (CANADA) LTD.

#### Q.C. ASSISTANT

Full Time position

Computer knowledge an asset, but will train.

To \$20K/bonus and benefits.

Markham location.

Call Jimmy

477-2818

### RECEPTIONIST/ TYPIST

For a Markham computer company Sales Office.

- Good phone skills
- W/P skills
- Willing & eager to learn

Call Tim Bracken

COMPULYS

7181 Woodbine Avenue  
Suite 231

477-9151

### RECEPTIONIST/ ORDER DESK

Must have good telephone manners plus typing skills. Familiarity with computer terminals an asset.

Call

477-1215

before 5 PM

### RECEPTIONIST /TYPIST

Required immediately

Good command of English language. Pleasant telephone manner. Neat appearance and at least 60 w.p.m. typing required. Previous experience an asset.

Kennedy Rd. / Hwy. #7.

Shepherd  
Products Inc.  
Teresa Pugliese

475-6454

Skilled &amp; Technical Help

515

### SKILLED POWER SANDER

Required full-time — minimum one-year experience.  
Excellent wages with benefits.

471-8525 (8-5)

Office Help

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### midcom

MIDCOM COMMUNICATIONS INC.

### RECEPTIONIST/WORD PROCESSOR

Our new Main Receptionist will be a non-smoker, presentable, cheerful, a competent user of WordPerfect, have a positive attitude and an excellent telephone manner.

We offer an above average salary, excellent benefits package and the opportunity to grow within our organisation.

For a confidential interview call Mat at 475-2404

### PART-TIME POSITIONS

Two people required for the part-time position of:

### SWITCHBOARD/RECEPTIONIST

General switchboard duties including some mailing. Typing essential.

HRS.: 8:30 a.m. to 12:30 p.m.  
OR 12:30 p.m. to 5:00 p.m.

We also require a Sales Secretary to fill-in days for a 3 month period. Computer experience necessary.

Apply to: B. French

**Letraset Canada Limited**

555 Alden Rd.  
475-7511

### Switchboard/ Reception

A leader in the cosmetics industry is seeking a self-motivated, poised, enthusiastic individual to assume switchboard/reception responsibilities.

In addition to greeting visitors and operating the six line switchboard, this individual will handle mail, courier dispatches, typing and some clerical functions. We will be relocating to Highway 7 and 404.

If you wish to join our dynamic team, please send your resumé in confidence to:

**Mrs. B. Topping**  
7939 Keele Street North  
P.O. Box 800  
Downsview, Ontario  
M3M 3C1

### ACCOUNTING OPPORTUNITY

A Newmarket manufacturing company requires an experienced person to assist the Accounting Manager with analysis of inventory variances and General ledger accounts. Other duties will include acting as a back-up person to run an in-house computerized weekly payroll.

The ideal candidate must have good analytical skills, an excellent understanding of accounting concepts and must be experienced in preparing a medium-sized computerized payroll.

We offer a friendly working environment, job security, competitive salary and a full comprehensive benefits package to the right person who joins our team.

Interested applicants may reply in confidence by sending resume to:

Box No. 1674  
c/o The Era-Banner  
580 Steven Court,  
Newmarket, Ontario L3Y 4X1