

INVENTORY CO-ORDINATOR
 Required by Houseware/Giftware distributor located in Hwy #7 and Leslie area. Applicants must be detail oriented. Inventory control experience preferred. Competitive salary and benefits.
 For appointment call Susan
764-2999

LOOKING FOR VARIETY???
 Full time junior position is available in a non-smoking office in the Hwy #7/Leslie area for a well organized individual. Duties are varied and include: filing, typing, telephone answering, data entry and other clerical functions. Good communication skills a must and training will be provided. Salary commensurate with experience.
 Please call Jackie at
764-5513 for appointment

RECEPTIONIST/SECRETARY
 Graphic Design firm in Markham requires an individual to perform a variety of office functions. This person will be responsible for telephones, typing, and other administrative tasks. We offer excellent benefits and a pleasant environment. Salary range 19-22K per annum.
 Call **940-2400**
 to arrange an interview

GE
TELEMARKETING
 GE Inc. can give your sales career the kind of momentum it deserves — because we offer our customers quality supplies and competitive rates that adapt to their specific business needs and back them with a sales and service force second to none. It's this combination that's made our company one of the fastest growing office suppliers in the industry.
 Due to expansion, we have an urgent need for experienced Telemarketers looking for exceptional earnings potential within a progressive, growth-oriented environment.
 You'll need related sales experience and want the chance to align your career with a prestigious leader in Office Equipment. Interested? Then send your resume and salary requirements to Sandra McKean, Personnel, Office Equipment Company of Canada, 1490 Denison Street, Markham, Ontario L3R 9T7.

DENTAL ASSISTANT
 Required for Orthodontic practice in Markham and Richmond Hill. We focus on quality client care and are looking for a special team member who is friendly, helpful and efficient. Must be certified or have H.A.R.P. course.
 A car is required.
 Please call, Monday-Friday
 8:45 a.m. - 4:45 p.m.
294-3080

Part Time Evenings R.N. or R.N.A. With Meds
 Green Gables Manor
 Lorraine Kitchen
640-1310

The office of Dr. Kevin F. Brown B.Sc. D.D.S. requires a
 Part Time
DENTAL HYGIENIST
 Two days per week in a progressive team oriented atmosphere.
 Call **294-4700**

E.C.E. TEACHER
 Required
 Also **ASSISTANT TEACHER**
 for daycare
 Please call
294-6073 (Pat)

E.C.E.
 Or upcoming E.C.E. grad for professional centre to complete a team of 3
 Full benefits.
 \$23,920 with room to grow.
 Bayview/Sheppard
222-9405

BETZ POOLS LIMITED
 requires
SECRETARY
 Word Perfect and other computer experience necessary. Good communication skills and the ability to work independently and meet deadlines an asset. Two years' experience preferred. Salary commensurate with experience.
 Please send cover letter and resume to the attention of:

 Karen Hunt
BETZ POOLS LIMITED
 P.O. Box 760
 Stouffville, Ont.
 L4A 7Z9
 640-1424 640-7681 Fax

GENERAL OFFICE CLERK
 Entry level, no typing. Good penmanship and accuracy with figures. Pleasant office in Markham (Steeles & Warden area). Benefits.
 Call
940-9661

BOOKKEEPER
 Wholesale company in Highway #7 and Leslie area looking for an English speaking bookkeeper.
 Duties consist of manual bank reconciliation and T4 preparation.
 CALL
764-1555
 ask for Liz

RECEPTIONIST
 Three to four days per week
 9:30 a.m. - 3:30 p.m. (flexible)
 Apply
 Optical Factory
 Markville Shopping Centre
477-6446

BOOKKEEPER
 Required for small busy printing firm in Victoria Park and Steeles area.
 Must have computer experience and be able to deal with public.
 For appointment call
475-7877

Full Time DENTAL ASSISTANT
 For Markham Village Lanes dental office.
 Please call
 Mary or Dr. Connor
471-6617

OPTOMETRIC RECEPTIONIST/ASSISTANT Full Time
 Required for Busy Stouffville office
640-5679

DATA PROCESSOR
 A growing and established consulting firm in the Buttonville area is looking for a mature individual to work on a nine month contract.
REQUIREMENTS: Good knowledge of LOTUS 1-2-3 and DOS commands in PC environment. Knowledge of dBASE an asset.
 CALL: Ester Tan
477-8400
 Between 10 a.m.-3 p.m. for appointment

ADMINISTRATIVE ASSISTANT
 To work as secretary to the CEO. Must be a good communicator, have excellent word processing ability and superior administrative skills. Experience in hospital setting preferred. Competitive salary and benefits.
 Apply in writing to:
 Administrator
 Cottage Hospital (Uxbridge)
 Campbell Drive
 Uxbridge, Ontario L0C 1K0

SPRING 'N WITH THE PROFESSIONALS

 We have assignments for:
 • WORD PROCESSORS • RECEPTIONISTS/SWITCHBOARD
 • TYPISTS • DATA ENTRY OPERATORS
 • SECRETARIES • CLERKS
 We offer:
 • Cross-training on most W/P Packages
 • Statutory holiday pay
 • 4% vacation pay
 • Referral bonuses
 WE CAN DO IT but not without YOU!!
 Serving: Markham, Stouffville, Richmond Hill & Thornhill.
MARKHAM 5071 Hwy. #7 (at McCowan) 479-6900

REQUIRED IMMEDIATELY REGISTERED NURSING ASSISTANTS
 8 and 12 hour shifts
 Require current certification from the College of Nurses and current BCLS certification.
 Apply in writing to: Personnel
 Cottage Hospital (Uxbridge)
 Campbell Drive,
 Uxbridge, Ontario L0C 1K0

The office of Dr. Kevin F. Brown B.Sc. D.D.S. requires a
DENTAL RECORDS CLERK
 General office duties, 2-3 afternoons per week. Computer and dental experience an asset. Please call:
294-4700

A caring dedicated woman wants full time live in position to care for elderly lady. Experienced, references, own car and non-smoker. 294-1770.

EXPERIENCED cleaning lady will do your house cleaning at a low rate. Monday - Saturday. References. 940-9629.

IF you're moving and would like your house cleaned — for reasonable rates — please give us a call at 985-7462 or 986-4519; ask for Tidy Clean, 10 years experience. References. No job too small! Port Perry, Uxbridge, Stouffville and surrounding areas.

PERSONALIZED CLEANING SERVICES. House cleaning to your specifications. References available. Call evenings: 852-9273.

PROFESSIONAL residential cleaning. Satisfaction guaranteed! 479-9996

 Cullen Country Barris 4300 Steeles Avenue East Markham, Ontario L3R 8G8 (N.E. corner Kennedy/Steeles)
BAKERY TABLE HELP
 To make pies, bake-off and similar bakery items. Must work quickly with minimum supervision. Product knowledge and handling preferred. 7 A.M. until early afternoon. Please call 477-4475 Ext.231
PREP COOK
 Cullen Dinner Theatre is looking for a Prep Cook, permanent, part-time. Shifts include nights and weekends. Apply in person, at the Country Kitchen, Wednesday to Friday, 2 P.M. - 5 P.M.

E.C.E. TEACHER and an ASSISTANT TEACHER
 Required. Good salary, good working conditions
649-2315