

FORE!
Spring Lakes Golf & Country Clubs is looking for bright, energetic, industrious people for

ALL POSITIONS

- Competitive wages
- Incentive program
- Golf privileges

CALL CARLA
640-2266

SHIPPER/RECEIVER PLUS required immediately. Some lifting. No related experience necessary. Must enjoy dealing with the public.


475-6363

TELEMARKETING

Telephone solicitor required to call from home evenings. Training provided. Salary plus bonus.

This is **NOT SALES WORK**

Call Marilyn collect:
1-416-853-3194


4300 Steeles Ave East
Markham, Ontario
L3R 8G8
(N.E. corner
Kennedy/Steeles)

TRUCK DRIVER

Full and Part-time Truck Drivers needed to operate a 5 ton cube van for deliveries of nursery stock within the city. Please contact Fred Paiva at 477-4477 or send resume to the above address.

Emerald Hills Golf Club
Warden Ave. and Bloomington Blvd., Stouffville

IS NOW HIRING FOR THE 1990 SEASON

Both full and part-time positions available.

Ideal opportunity for students, semi-retired or retired individuals, wishing to work the summer months.

- GOLF COURSE MAINTENANCE
- PRO SHOP
- COFFEE SHOP
- DINING ROOM
- BAR
- KITCHEN
- BUILDING MAINTENANCE

Top wages paid for energetic and enthusiastic people.

For Golf Course Maintenance information call 888-1037.
For all other positions call 888-1100.

DATA ENTRY CLERK

Entry level. Requires good telephone manner, willingness to use a computer and grade 12 preferred. No experience necessary, although some typing would be an asset.

Please contact:


JOANN CEPECAUER
477-0030
FITZHENRY & WHITESIDE
CANADIAN BOOK PUBLISHERS

WORD PROCESSOR

Required for a busy incentive travel office in Markham, starting date April 9, 1990. Applicants should be familiar with XEROX 6085 or other word processing system. Excellent salary and benefits.

Please forward your resume to:
GTC, 1 Valleywood Dr., Suite 3A, Markham, L3R 5L9. FAX 479-9407 or Call 479-9400.

CAD OPERATOR/ INTERIOR DESIGNER

Required to specify office furniture systems. Experience required. Salary negotiable. Call:

475-0043
(between 9 - 11 a.m.)

TOOL & DIE MAKERS

Minimum 5 years experience on single and progressive dies, form dies, new dies and die maintenance work. Must be capable of working on own with minimum supervision. We offer full benefit package.

Apply to:
Personnel Department
Glitsch Canada Ltd.,
18 Dallas Street
Uxbridge, Ontario
852-3381 or 364-1106

LEGAL SECRETARY
required

For general practice. Word Processing is required. Send resume and salary expectations to:

Cattanach, Hindson, Sutton & Hall
52 Main St. N.
Markham, L3P 1X5
294-0666


ENGINEERING DEPARTMENT OPERATIONS BRANCH
AREA SUPERVISOR - ROADS
\$38,707 - \$44,732 (1989 rates)

Required to train, supervise and assign road maintenance activities to Foremen and their crews; to monitor the Maintenance Management Systems; to recommend and assess completed sub-contracted road maintenance; and to prepare correspondence, presentations, reports, and budgets pertaining to their assigned geographical area.

Qualifications:
Diploma in Civil Engineering technology and three to five years supervisory experience in road maintenance or construction. Working knowledge of the Occupational Health and Safety Act; the Manual of Uniform Traffic Control Devices; the Highway Traffic Act; and the Municipal Act. Excellent verbal, written and interpersonal skills.

Quoting Competition #89-243, submit resumes on or before April 5/90. 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
P.O. Box 147
Newmarket, Ontario
L3Y 4W9
FAX: 895-4232



TOO GOOD TO PASS UP
Commercial Credit-Collections 24-26

One of Canada's most prestigious companies is currently offering this opportunity to join their corporate team. The successful candidate will have 1-2 years credit/collection experience & excellent communication skills.

Central Markham location, superb benefits and future advancement opportunities. Bonus paid for French bilingual!

Truly a career opportunity
Call Marcie today
474-9555 or 773-4266

 *Placing You First*
PERSONNEL

PARTS SECRETARY

We're Hyundai, Canada's leading importer of "cars that make sense." Currently we are seeking a secretary to work in our Parts Department under minimal supervision. You will be performing a wide variety of clerical and secretarial functions. Word processing would be an asset.

We offer a competitive compensation package and the opportunity to join a young, energetic team. For prompt consideration please send your resume in confidence to:

MS. ROBI HIGGINS
HYUNDAI AUTO CANADA INC.
75 FRONTENAC DRIVE
MARKHAM, ONTARIO
L3R 6H2



OFFICE ADMINISTRATOR

An opportunity for a well organized individual is available at this rapidly growing high technology firm! This position has responsibility for administration of the office and assistance with the operation of computerized accounting system. The position also provides support to the executive team.

Please send resume to: Telepanel Systems Inc.
Attention: Mr. J. Heaven
245 Riviera Drive, Markham, Ont. L3R 5J9

LEGAL SECRETARY
Experience required

Markham area law firm.
Litigation, Matrimonial.

Call
Andrea
475-5297

INSURANCE BROKER
requires
CUSTOMER SERVICE REPRESENTATIVE

- Hwy. 7 & 404 area
- R.I.B.O. licence required
- Computer experience preferred.

Call
JEAN KIDD
886-5630

 JOIN the **CDI** TEAM

GET TOP RATES!!
We are recruiting and assignments are available now for:

Word Processors with:
• Decmate
• Wordperfect
• Wang
• Samna
• Multimate


Receptionists/Switchboard Secretaries
(Bilingualism an asset)
Typists
Data Entry Operators
Clerks
(Bilingualism an asset)

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

 **CDI**
Temporary Services Ltd.
"The can do Company"

Markham Publisher needs Assistant/Secretary to EVP/Trade Sales Manager

Typing 40/50 wpm necessary, some word processing (Wang) knowledge would be an asset. The ability to work efficiently in a busy office is required. Excellent training opportunity to acquire skills in the area of publishing, publicity and promotion. Firm will be relocating to Uxbridge area in near future. Pension plan, LTD, health/dental available.


Suzanne Cotton
477-0030
Fitzhenry & Whiteside

ACCOUNTS RECEIVABLE MANAGER

Required by growing Electronics Distributor. Must have minimum 3 years experience in credit and collections with major retail chains. Good communication skills and computer experience an asset. Woodbine/Steeles area

Call 475-7776
for an interview

ACCOUNTS RECEIVABLE CLERK

Growing Markham area company with friendly working environment requires bright enthusiastic receivable person with good telephone manner. Responsibilities include collections, responding to customer queries and credit note processing.

Willingness to take initiative and an aptitude for figures required. Salary 20,000 - 23,000.

Reply in writing to: P.O. Box 4474, c/o Economist & Sun, 9 Heritage Road, Markham, Ont. L3P 1M3.

BILINGUAL (French/English) SERVICE SUPPORT SECRETARY

Our major Japanese client is looking for a Bilingual (French/English) Jr. Secretary.

Excellent benefits.
Salary: 22k

Please call Lisa at
964-3399