

General Help

510

CONSTRUCTION HELP

To assist with various construction projects, property maintenance and machinery repair for summer/fall at a large horse ranch just outside Uxbridge.

Some experience in operating heavy equipment (dumper truck, backhoe & dozers) is an asset.

We offer competitive pay and a superior work environment. To apply, please call:

Annette Watson at National Sports,
R.R. #1, Uxbridge, Ontario,
852-7400.



Office Help

525

**RECEPTIONIST/TYPIST
\$21,000**

Located in Markham our client is looking for a dynamic individual. You must have good secretarial skills coupled with an excellent command of the English language. The office environment is team oriented, friendly and professional. The client offers growth potential but requests a minimum of 2 years related experience. A car would be an asset.

For information call:
Rick or Astrid
492-8502



HUNT PERSONNEL



A southwestern style donut cafe is currently seeing a responsible, friendly person for **PART TIME** employment. Senior citizens welcome to apply.

940-8105

**PART TIME
& FULL TIME
LABOURER**

Needed for Home Renovations Co. Must have own vehicle.

Call
MARTIN
649-3313



**PARKVIEW
Services for Seniors
MAINTENANCE
ASSISTANT**

Employment opportunity available on Maintenance Staff.

Position requires person with good basic mechanical skills and an interest in general building and grounds maintenance.

—Must be able to work independently.
—Complete benefit package available.

Application forms may be picked up at the reception desk.

Parkview Home
481 Rupert Ave.
Stouffville, Ont.
640-1911

Office Help

525

**CHRISTIAN CHILDREN'S
FUND OF CANADA
SCARBOROUGH, ONTARIO**

Would you like a day away from home once a month? We are in need of your time on a voluntary basis, to do specialized filing in our Accounting Department. If interested, please call Lynn Hinchliffe at 495-1174.

**OFFICE
MANAGER**

Trainee required for small computer consultant office. On T.T.C. route. P.C. skills desirable, will train.

Call
940-4445

PERSON FRIDAY

Due to a promotion, we have an opening in this busy, entry-level position for an organized self-starter with excellent communications skills.

Work in pleasant, modern surroundings with friendly people. Handle a variety of duties including incoming and outgoing mail, switchboard relief, and several other general office functions.

We are located near Hwy. 7 and Woodbine Ave. in Markham and offer a competitive wage and benefit package. Please send resume to:

Administration Manager
Atelco Canada Inc.
55 Renfrew Drive
Markham, Ontario
L3R 8H3
FAX: (416) 475-6524



**CUSTOMER SERVICE REP/
ORDER DESK**

WE DON'T WANT MUCH as long as you are willing to learn, have a pleasant personality, are people oriented, prepared to learn the screen printing business, talk to our clients on the telephone and eventually, if willing, join our very professional sales force. If you are willing to learn, we will teach you to become a team member of a growing dynamic company.

FOR AN APPOINTMENT, PLEASE CONTACT: MR. S. GORDON AT 755-8402



**SPREAD
THE
WORD**

**PAL TEMPORARY
SERVICE**

is now also in
Markham, Ontario!!
Come see us at
37 Main St. N.,
#203

(Markham Rd. N. of Hwy. 7)
If you are looking for short or long term Temporary Jobs, Pal has the flexibility to fit into your lifestyle.

For Information Call
Gloria

472-4222



**LANDSCAPE
LABOUR**

For large construction project. Warden and Hwy #7 area.

Call
283-2984

Entrepreneur in Hospitality / Health Care / Retail and Consulting business is looking for a dynamic individual who can work independently. A combination of reception, typing / clerical work = variety + computer experience is an asset but not essential. Will train.

We are a small but growing company offering plenty of potential. Call:

940-6707

**PART TIME SECRETARY
Fridays Only**

Required for busy office. Duties include: typing, answering telephones and accounts collection.

Please apply in person to
Elaine
Scan-Tron Corp.
400 Bentley Street, Unit #15
Markham
(Alden Rd./Esna Park)

RECEPTIONIST

Progressive well established construction company in Markham (Woodbine/Hwy #7). Start this important position immediately. Good benefit package. An asset to be familiar with WordPerfect or willing to learn.

CALL JANE
940-5000

**FULL TIME
OFFICE
ASSISTANT**

Required for small Richmond Hill office. Must speak English fluently. Some accounting and typing experience required. Own transportation.

Call between 12 & 4 at
731-9290

**OPTOMETRIST REQUIRES
Receptionist/Assistant**

3 days per week. Good telephone manner and friendly personality essential. Computer experience a definite asset. Various duties. Training provided.

852-9863, leave name & phone number.

JR. ADMINISTRATOR

- Property Management firm
- Team person to assist manager
- Light typing
- W/P skills
- Assist in setting up new office
- Varied admin. duties
- Hours 8 am - 4:30 pm

Call Mr. Allen 881-8156
Falco Properties
9030 Leslie St. Suite 242
Hwy 7/404 area

Hospital, Medical, Dental 535

**MEDICAL/
SECRETARY**

For busy CBS/GYN, Scarborough. Experienced only. Full time.
284-9666 or
427-6472 (evenings)

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.

Skilled & Technical Help

515

**QUALITY CONTROL
INSPECTOR
PLASTIC INJECTION
MOLDING**

Experienced person required immediately, knowledge of SPC will be an asset. Shift work.

For full information please contact:

Mr. Victor Patel
SHEPHERD PRODUCTS INC.
16 Main Street
Unionville
416-475-6454
Located just south
of Hwy #7.