

General Help 510

**KID'S WORLD
IN MARKHAM**
Requires 2 FULL TIME
Sales Clerks

Apply in person to
8630 Kennedy Road
(Kennedy/Hwy #7)
or call the Store Manager at
477-6547

SALVATION ARMY

A FUND RAISING CO-ORDINATOR is needed for Markham/Thornhill/Richmond Hill area. Ideal candidate must be capable, self-starter, possess sound organizational skills. Applicants must have car.

Send resumes to
Major Hugh Tilley
The Salvation Army
1992 Yonge Street, Suite 205
Toronto, Ontario M4S 1Z7

Skilled & Technical Help 515

NTI INC. established in 1927 is a leading business equipment company, marketing and servicing a large range of business equipment to meet every office need. We are presently looking for the following person:

COPIER SERVICE TECHNICIAN — If you have 2 or 3 years experience as a Copier Technician and formal training from a major manufacturer we are interested in talking. Konica experience an asset, car required. Excellent benefits and working conditions.

Please reply in confidence to:
NTI INC.
180 AMBER STREET
MARKHAM, ONTARIO
L3R 3J8
Attn: Service Manager
(416) 475-5730



Office Help 525

SWITCHBOARD/RECEPTIONIST

Rapidly expanding magazine publishing company located in Markham (Hwy #7 & Woodbine) is seeking a person with good telephone manner, typing and the ability to get along well with others.

The company provides excellent benefits including summer hours and opportunities for advancement within the company.
Please contact:

Josie Baruzzo
CAMAR PUBLICATIONS LTD.
130 Spy Court, Markham, L3R 5H6
475-8440

Sales Help & Agents 530

Economist & Sun

**CLASSIFIED
ADVERTISING SALES**

An opening exists within our busy Classified Department for a full time advertising sales representative.

Duties include servicing existing accounts, soliciting new accounts and special features advertising.

You must be organized, highly motivated, possess sound communication skills along with a pleasant, assertive attitude.

Newspaper experience a definite asset.

Salary plus commission. Good company benefits.

Reply to: **Phyllis Ritchie**
Manager, Classified Advertising
294-2200

Office Help 525

**RECEPTION/COORDINATOR
COMPUTER SUPPORT DEPARTMENT**

As Customer Support Coordinator, responsibilities include:

- answering customer calls
- prioritizing customer concerns
- dispatching calls to Support Analysts
- maintaining client information in our database
- controlling software distribution

The ideal candidate offers the following:

- polite, responsive manner in dealing with clients
- able to cope with a variety of situations
- able to followup on a variety of commitments
- capable of accurate, detail oriented tasks
- excellent English communication skills

Please forward resumes to:
Steve Raphael
Newgen Service Systems, Inc.
3 - 500 Cochrane Drive
Markham, Ontario, L3R 8E2

NO AGENCIES PLEASE



INTER MEDICO is a company that deals in High Tech Medical Diagnostic Products and computerized Medical instruments. We are looking to fill the following position:

INVENTORY CONTROL CLERK

If you are a well organized, detail oriented person able to handle coding and have a flair for "completing the job" this position would be of interest to you. A good command of the English language and a cheerful attitude would be valuable assets for this position. Please phone: 470-2520 for an appointment.



Due to an advancement in our company, we have an immediate opening for a

**FULL-TIME
RECEPTIONIST/TYPIST**

We offer pleasant surroundings and friendly staff. If you enjoy typing and handling telephones, we would like to hear from you.

SANDRA SWEEN 471-6600
144 MAIN STREET MARKHAM NORTH, SUITE #206

Large firm in Markham area seeks an **Administrative Secretary** for 6 months assignment. Must know word-perfect 5.0. Hours are 8:00 to 4:30. Call:



479-6900
5071 Hwy. #7, Suite 205
Markham
Serving Markham, Richmond Hill,
Thornhill & Stouffville

RECEPTIONIST/SWITCHBOARD

Woodbine/Steeles area

We require a well groomed, mature and enthusiastic person to be our receptionist and to operate our MITEL PABX switchboard (16 lines). Typing skills would be an asset. Competitive salary and excellent company benefits.

For appointment call Ms. Chow at
449-8630

**SALES REPRESENTATIVE
COMPUTER INDUSTRY**

We are an established company marketing to major corporations. Due to growth, we require an experienced self-starter to join our team, and offer an excellent compensation plan.

Send resume to: **CLOVE COMPUTERS LTD.**
333 Denison St., Ste. 19,
Markham, Ont. L3R 2Z4
Attn: Gen Manager

Small office in Richmond Hill requires an

**EXPERIENCED
OFFICE ASSISTANT**
Full Time
731-9290

Private Tuitions/Schools **760**

BEST TUTORING — Elementary and secondary subjects — including French. Quality teachers. Reasonable rates. Call us at 294-4244.

**COMMERCIAL LINES
C.S.R.**

Req. by young, rapidly growing insurance brokerage in Markham. Preferably with Redshaw experience & RIBO licensed. Competitive salary, excellent benefits positive working environment in a smoke free office. Send resume to: **W. Bruce Martin Insurance Ltd., 60 Centurian Dr., Suite 210, Markham L3R 9R2** or call Peter Roche at 479-6100.

**DATA ENTRY
(Denison/Warden)**

- Temporary full time
 - Days & evenings
 - Salary negotiable
 - Only exper. need apply (Tartan system helpful)
- 477-6000, Elaine Murphy**

**FULL &
PART TIME
TELLER
POSITIONS**

Available at our new branch at Heritage Plaza (16th and Hwy. #48).

Apply in person
Bank of Montreal
86 Main St. N.
Markham

**LEGAL
SECRETARY**

FULL or PART TIME
REQUIRED

Corporate, commercial and Real Estate experience necessary.

Call
JOHN SIMMONS
474-0361

**PERMANENT
PART TIME
SECRETARY**

Wanted for insurance agency in Stouffville. No experience necessary. Applicant should be a people person with good communication skills. \$9 per hour.

642-4546

**RECEPTIONIST/
CLERK**

For busy Markham office. 8 a.m. - 4 p.m. \$17,000 to start. Review in 3 months.

Call **496-0721**

**RECEPTIONIST
/TYPIST**

Required for Richmond Hill law office.

Pleasant surroundings.
Non-smoking office.

Please call
BRENDA
886-9770

Domestic Help Wanted 550

BABYSITTER/HOUSEKEEPER 16th/McCowan, Manhattan. Live out. Diane at: 940-2589 (days), 479-6498 (evenings).

Domestic Help Available 555

AN experienced house cleaner will clean your home for reasonable cost. Please call 473-1934.
CLEANING lady requires work in Markham. Personalized, reliable service. 479-4665.