

General Help 510

Economist & Sun

VISUAL INSPECTORS

Visually verify door to door deliveries in the Markham, Unionville and Milliken areas. Choose your days — We need people Monday to Friday 5 to 8 PM, and Saturday 10:30 a.m. to 12:30. Hourly wage plus mileage.

294-8244



COTTER FORD LINCOLN MERCURY

Due to increased business we are currently expanding. We Require

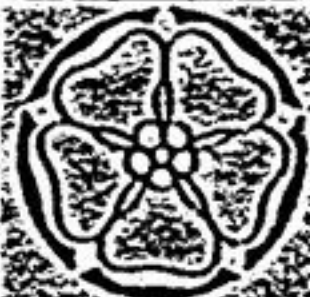
- LICENSED GENERAL TECHNICIAN (Ford experience preferred)
- Front end specialist
- TRANSMISSION SPECIALIST



Competitive wages and good working environment. For more information call Gene Lewis at:

640-4541

Computer/Data Processing 520



THE YORK REGION BOARD OF EDUCATION

Invites applications for an Eight-Month Term Position of:

PROJECT LEADER - COMPUTER APPLICATIONS

Salary Range: \$43050 - \$53081

Minimum Requirements

A University or College education in computer science and/or business equivalent.

Two years practical experience in a Digital Vax Computer System environment.

Two years exposure in a leadership position with the payroll/human resources function of a medium to large size employer.

Please submit applications in writing giving full particulars no later than May 23, 1990 to:

Lynn Routledge, Personnel Officer
The York Region Board of Education
Box 40, Aurora, Ontario L4G 3H2

Harry Bowes, Chairman R.A. Cressman, Director

Office Help 525

BOOKKEEPER

Required for a growing PC network distributor. We require an individual who enjoys the daily functions of a bookkeeper, who is organized and aggressive in collections. We require a strong knowledge of ACCPAC and offer a smoke free environment.

Contact Josie
Goldcrest Network Systems Inc.
470-1452

RECEPTIONIST

If you are a well organized, energetic person with a pleasant telephone manner, good typing skills and a fondness for filing, this entry level position may be for you.

The responsibilities include: reception, telephones, filing and various general office assistance.

We are willing to discuss a permanent part-time arrangement, hours to be negotiated.

Knowledge of or willingness to be trained in WordPerfect or other software programs an asset for future career growth.

We are a busy consulting engineering firm near Hwys. 404 & 7.
Phone Doreen Maunder at 492-2602.

Hospital, Medical, Dental 535

DENTAL ASSISTANT

Required. Preferably certified.

Dr. Ron Hunter, Uxbridge.

852-7382 or
evenings 852-7213

Domestic Help Available 555

CLEANING lady and evening babysitting available in the Unionville area. Experienced. Call Germaine, 479-8328.

CLEANING lady available Monday to Friday. Reasonable rates. References available. Call Maxine, 640-6120.

VILLAGE MAID HOUSECLEANING. Personal and dependable. Weekly or bi-weekly. Call 472-1507 or 367-9564.

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.

Office Help 525

ACCTS. PAYABLE CLERK

Required by growing Electronics Distributor. Min. experience in Accts. Payable, good communication skills and computer experience as asset.

WOODBINE/STEELES AREA
Call 475-7776
for an interview

RECEPTIONIST/ PERSON FRIDAY

Need an outgoing, organized person to run our office.

Duties include: AP/AR payroll, some computer, 40 w.p.m. Must be fluent in English.

Hours: 8:30-5:30. Located at 16th Ave. & Hwy. 48.

Call MAY
472-2888

DISPATCHER/ RECEPTIONIST

For busy plumbing contractor. Must have pleasant telephone manner. Ultra modern office. Hours: 8 a.m. - 4 p.m.

Please call
475-1951
for an appointment.

RECEPTIONIST

Small firm located at Warden & 14th, require a receptionist.

Must have pleasant telephone voice and some WordPerfect skills. Competitive salary.

Call Rob at
475-7265

Hotel/Restaurant 540



REQUIRES IMMEDIATELY FULL-TIME EVENING DISHWASHER

198 Main St
Unionville
477-2715

● Mettez votre
● français au
● travail!

Mitsubishi Electric Sales is known for innovative, quality products and a progressive attitude. We value commitment, performance and achievement. Currently, we have an opening in our Corporate Service Division, Richmond Hill, for a:

Bilingual Order Desk Clerk

Previous order desk experience and a professional customer service manner are required to process all incoming parts orders, provide necessary parts information to customers by phone/fax, and prepare pick-up orders. Excellent written and verbal communication skills in both English and French are essential, with computer experience a definite asset.

Qualified applicants are asked to call or write: Valerie Buck, Mitsubishi Electric Sales Canada Inc., 8885 Woodbine Avenue, Markham, Ontario L3R 5G1, 475-7728.



Hospital, Medical, Dental 535

REGISTERED NURSE MANAGEMENT POSITION PART TIME SUPERVISOR

Requirements:

- Current Certification with College of Nurses
- BCLS
- Availability to work 12 hour AND 8 shifts
- NUA or other management related course
- 5 years' hospital background with preference given to experience in CCU, ER or Labour and Delivery

ALSO REGULAR PART TIME REGISTERED NURSE MEDICAL/SURGICAL FLOOR

Must have CC1 or willingness to take course

COTTAGE HOSPITAL (UXBRIDGE)

Campbell Drive, Uxbridge, Ontario L0C 1K0 (416) 852-9771 Ext. 283

Part-Time Office Opportunity

Chesebrough-Pond's (Canada) Inc., a leader in Personal Care Products, has an immediate requirement for a person to work 20-40 hours each week on a flexible schedule.

The work will consist of Switchboard relief, Mailroom support and assisting with typing and clerical duties in the Human Resources Department.

We offer a competitive hourly rate, a pleasant work environment, access to our Company store and subsidized Cafeteria.

Interested applicants should mail or fax their resume to: **Bernice Wagg**.

Chesebrough-Pond's (Canada) Inc.

150 Bullock Drive
Markham, Ontario
L3P 1W3
FAX # 294-4015

