

**Skilled & Technical Help 515**

**MUFFLER SHOP**  
requires  
**Fully Experienced INSTALLER/MANAGER**  
Top pay for right person  
294-9476 or  
294-7694, evenings  
Ron or Sue

**Office Help**

Part time  
Evening & Weekends  
**RECEPTIONIST/ TYPIST**  
Required for busy real estate office. Good telephone skills essential.  
Call Sue Meadows  
for an interview  
471-2121  
C-21 Armour R.E. Inc.

**Office Help 525**

**ADMINISTRATIVE ASSISTANT**  
Required immediately for a progressive Unionville based Engineering firm. A terrific career opportunity for you to join a dynamic operation on the ground floor.  
Varied duties make this an interesting position for a person with a bright disposition, superior telephone manner, and good organizational skills. Successful candidate should possess knowledge of Word Perfect or Equivalent. Super team atmosphere and excellent benefits. Contact Debbie at  
**479-5757**

**Office Help 525**

**INSURANCE BROKER**  
requires  
**CUSTOMER SERVICE REPRESENTATIVE**  
• Hwy 7 & 404 area  
• R.I.B.O. licence required  
• Personal lines experience required  
• Computer experience preferred  
Call Jean Kidd  
886-5630

**Hospital, Medical, Dental 535**

**DR. KEVIN BROWN**  
1 Raymerville Dr.  
Markham  
**FULL TIME CERTIFIED DENTAL ASSISTANT**  
To join our modern family practice. Enthusiastic, career-minded individual who enjoys dentistry in a progressive team oriented atmosphere. Computer experience an asset.  
**294-4700**

**Office Help 525**

**RECEPTIONIST/ TYPIST**  
Mature person required full time for a Richmond Hill law office. Pleasant surroundings. Non-smoking office.  
Please call  
**GLORIA**  
**886-9770**

Applications are now being accepted for the following positions:  
• Full time Experienced **Dicta Typist**  
• Part time **Statement Preparation**  
Please contact  
**MARY**  
**475-6291**  
extension #5171

**RECEPTIONIST /TYPIST**  
Minimum one year experience, pleasant telephone manner a must.  
Fast accurate typist.  
Filing and general office duties.  
**Elite Envelope Markham**  
Call  
**Miss Nesbitt**  
**294-3700**

Mature person required for an  
**ACCOUNTS PAYABLE**  
position for Property Management company. Minimum 3 years experience. Good typing skills. Other duties include switchboard relief.  
Must be available for July 3rd, 1990. Transportation required.  
Call  
**940-2345**  
(10 a.m. to 4 p.m.)

**Hotel/Restaurant 540**

**SOUS CHEF/ LINE COOK**  
Experience necessary. For seafood grill located in Markham. Salary commensurate with experience.  
Call Bill Lum  
**472-2288**

**BOX OFFICE CLERK**  
A permanent part-time person is required for the position of Box Office Clerk at the Markham Theatre for Performing Arts (24 hours per week). The successful candidate requires excellent verbal communication skills. Duties include:  
• The use of a computer to sell tickets by telephone or at the ticket window.  
• The supplying of information to the general public for upcoming attractions, ticket prices, show times, etc.  
• The handling of credit card and cash sales of tickets.  
• The daily reconciliation and computer posting of box office transactions.  
If you are energetic, personable, able to type 45 wpm and have some computer skills please call or send resume to:  
Dorothy Moore, House Manager  
Markham Theatre for Performing Arts  
171 Town Centre Blvd  
Markham, Ont. L3R 8G5  
Call 479-0204  
**MARKHAM**

**RECEPTIONIST/ TYPIST**  
Professional office entry level position. Hwy #7 and Warden. Must have good telephone manner. Salary to commensurate with experience.  
CALL  
**479-2900**

**Sales Help & Agents 530**

**LINDOR MARKVILLE**  
A quality ladies clothing store requires:  
**FASHION CONSULTANTS**  
Positions available for  
**ASSISTANT MANAGER**  
Full Time/Part Time  
Evenings & Saturdays  
Contact Manager  
Dallas  
**479-2074**  
All inquiries will be answered

**ULTRA SOUND TECHNOLOGIST**  
Full or Part-time required immediately for Markham area or Richmond Hill. Competitive starting salary, flex hours, benefits. For interview please call.  
**733-9957**

**ACCOUNTS PAYABLE CLERK**  
Woodbine/Steeles area  
• Start immediately  
• Two years experience  
• Multi company and branch system  
• Busy office  
• Typing of cheques  
• Challenging position  
Call Sita, 475-3080  
or fax resumes to 475-8604

**RECEPTIONIST/ SECRETARY**  
Required for the retail head office.  
• Company benefits  
• Friendly atmosphere  
• Willing to train  
Call Carla  
**940-4574**

**NOW HIRING**  
Fun, outgoing and responsible people needed for full and part time sales in clothing retail. Experience is preferred.  
**SPARE TIME**  
CASUAL WEAR & TRAVEL  
**294-5555**

**Skilled & Technical Help 515**

**DRAFTSPERSON I**  
Engineering Department  
Planning and Design Branch  
**\$11.04 to \$13.11 per hour**  
(1989 Rates)  
The successful candidate for this entry level drafting position will prepare drawings and calculations for contract documents for road construction projects and perform other related duties. Qualified candidates are graduates of a Community College Civil Engineering Technician program, or possess equivalent qualifications. Valid Ontario driver's licence required.  
Quoting Competition No. 90-050, submit applications on or before June 29/90.  
Human Resources  
The Regional  
Municipality Of York  
P.O. Box 147  
Newmarket, Ontario  
L3Y 4W9  
FAX: (416) 895-4232

Busy Markham area office seeks  
**SECRETARY/RECEPTIONIST**  
With experience in WordPerfect 5.0 and data entry. Excellent benefits.  
Respond with resume to:  
Box 4484, c/o Economist & Sun  
9 Heritage Road, Markham L3P 1M3

**RECEPTIONIST**  
Markham Consulting Engineering firm has an immediate opening for experienced receptionist.  
Word processing experience an asset.  
Mrs. Yates  
**471-5800**

**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.  
**SENIOR student** available for mowing, trimming, light lawn care. I can take care of your lawn on a weekly, bi-monthly, or once only basis. Area covered: Larkin, Fincham, Mint Leaf area. \$20 for an average 50' lot. Call Troy, 471-4121.  
**TYPING & secretarial services:** Typing of resumes, letters, reports, statements & envelopes, office overload, general bookkeeping. Great rates. Call Jo-Anne (416) 640-5645.  
**UNIVERSITY student** living in Unionville, available immediately for full time summer employment. Experience in a variety of positions. Please call 475-8648.

**EXPERIENCED LEGAL SECRETARY**  
required  
Computer and word processing knowledge an asset.  
Please call Mr. Hindson  
Cattanach, Hindson, Sutton & Hall  
**294-0666**

**ATTENTION MOM!**  
School Bus Driver required for Markham/Unionville Scarborough/North York Areas  
For large bus routes call 294-5104 (ext. 352)  
For Van routes call 764-6662  
**TRANSIT**