

Office Help

525

ADMIN. ASSISTANT TO PRESIDENT

Required by Markham Publisher if you have excellent communication and organizational skills, mature attitude, good typing (dicta and/or shorthand an asset) and 3 years experience in similar position, send resume to:

Personnel Manager
P.O. Box 4488
9 Heritage Road
Markham, Ontario L3P 1M3
(No Agencies)

PERSON FRIDAY

Our client manufactures and distributes toys and learning aids for children and is located on Bullock Drive near Markham Road.

The right person for this key positions will be a capable secretary with solid work experience on PCs including WordPerfect. Some exposure to accounting is highly desirable.

Call Peter Hollings at
477-7910

RECEPTIONIST

Multi National Photographic Distributor in the Woodbine/Steeles area requires a full-time Receptionist, with other office related duties. Typing is essential.

The successful candidate should have a neat appearance, and pleasant telephone manner. French would be an asset, but is not essential.

The Company offers an excellent starting salary, and full range of benefits.

If you are interested, please send a detailed resume to:

Mrs. Jackie Scott
ILFORD Photo (Canada) Limited
2751 John Street
MARKHAM, Ontario L3R 2Y8
Fax #: 477-9195

CLASSIFIED ADVERTISING DEADLINES

WEDNESDAY EDITION
4:00 P.M. Monday

FRIDAY EDITION
11:00 A.M. Thursday

SUNDAY EDITION
11:00 A.M. Friday

Sales Help & Agents

530

WANTED

AUTOMOBILE SALES REPS

McArthur Ford has immediate openings for hard working, dedicated Sales People

We offer:

- 20 car showroom
- Excellent commission plan
- High floor traffic
- Monthly and yearly bonus
- Strong management support
- Growth opportunity

For confidential interview call:

Mr. R. State or Mr. E. Mul

474-1350

BUSINESS OPPORTUNITY AGENTS

FULL OR PART TIME

Earn higher than average income. Take phone orders for Marketing company. People call you.

(416) 479-3562, ext A-3
(weekdays: 9 to 5)

Domestic Help Available

555

EXPERIENCED cleaning lady available 294-7701

Hospital, Medical, Dental

535

HEALTH CARE AIDE NURSE AIDE

Required for private and floor duty.

Call Home Relief
472-0709

Hotel/Restaurant

540

ANGIE'S EATERY

WANTED SECOND CHEF

Experienced preferred

Call Spiro or Luba
640-8858

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.

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BOOKKEEPER

Required for fabricator (Steeles/Midland).

Experience to trial balance on computerized system. Payroll knowledge an asset.

5 years minimum experience.

Apply to
MRM Ltd.
4810 Steeles Ave. E.
Milliken, Ontario
L0H 1K0

BOOKKEEPER

Experienced, senior bookkeeper required for development / property management company.

Part-time preferred.

Flexible hours.

Accpac computer knowledge an asset.

Call
V. V. DeMarco
Properties Limited
(Warden/Denison)
475-1730

Busy Markham area office seeks

SECRETARY/ RECEPTIONIST

With experience in Word Perfect 5.0 and data entry.

Excellent benefits.

Respond with resume to Box 47, The Liberal, c/o P.O. Box 390, Richmond Hill, Ont. L4C 4Y6

PERMANENT POSITION

CUSTOMER SERVICE

CLERK/TYPIST: Are you bilingual? Do you have excellent communications skills? Can you type 40-50 w.p.m.?

For more information on this position.

Please Call

CDI Temporary Services Ltd.
479-6900

5071 Hwy. #7, Suite #205, MARKHAM, Serving Markham, Richmond Hill, & Stouffville

PART-TIME RECEPTIONIST

Medical Office - Markham, Unionville area. 2 mornings and 1 evening a week. Will train. Typing essential. Mature person welcome.

Phone 477-3390
between 9 & 5 p.m.

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ACCOUNTS PAYABLE CLERK

Datapoint Canada Inc., a computer company, has an immediate opening in its Accounting Department for an Accounts Payable Clerk.

Responsibilities will include all aspects of accounts payable.

To qualify, you will be a high school graduate with 1 to 2 years office experience in an accounting environment. You must have some knowledge of accounting. Willing to work with a manual system. Good spoken and written communication skills. You must be a self starter with good typing skills. Accuracy is a must.

Interested applicants are invited to submit a resume in confidence to: Controller, Datapoint Canada Inc., 4881 Yonge Street, Suite 700, Willowdale, Ontario M2N 5X3.

This position will be relocating to Bently Road, in Markham in September.



DATAPPOINT



MALONE GIVEN PARSONS LTD.
Urban Planners & Market Analysts

Require a SECRETARY with:

- min. 3 years exp.
- WordPerfect 5.0 exp.
- to work with friendly firm in Markham (near Buttonville Airport)
- salary commensurate with experience
- good benefits package
- start July 30, 1990

Phone: (416) 513-0170 (Cathy)

OFFICE HELP BOOKKEEPER/ SECRETARY

Part Time
Monday to Friday
Afternoons
477-6959

Domestic Help Available 555

MIGHTY MAID - Homecare Service, 472-3014

PROFESSIONAL residential cleaning. Satisfaction guaranteed. Call 479-9996

RELIABLE housecleaning, part time and full time. Please call Sandra 421-4444

Hospital, Medical, Dental

535

DENTAL RECEPTIONIST

Required to job-share in established family practice in Unionville. Experience preferred.

Please call
Dr. Norm Freedman

477-3894

COME JOIN OUR TEAM SCHOOL BUS DRIVERS REQUIRED



REBECCA



BILL

If you — have a valid drivers license and are over 21 years of age you too can join our team.

- Earn 39.00 per day (based on 3hour day)
- Cash bonus incentive program.
- Full training provided.
- Take preschoolers with you
- Great for shift workers
- Earn extra money — daytime shuttles available.
- Charters available.

HIRING NOW FOR SEPTEMBER ROUTES MARKHAM ROUTES AVAILABLE



888-1938