

CLASSIFIED ADVERTISING DEADLINES

WEDNESDAY EDITION
4:00 P.M. Monday

FRIDAY EDITION
11:00 A.M. Thursday

SUNDAY EDITION
11:00 A.M. Friday

Club Markham, a state of the art fitness and racquet club requires qualified and experienced instructors to teach:

• HATHA YOGA • TAI CHI

Classes begin in September during the day and evenings. If you have experience in either of these arts and have a flexible schedule please submit a resume or fill in an application outlining your background to:



Kim Giles
8500 Warden Ave.,
Markham, Ontario
L6G 1A5

CHECK YOUR ADS FOR ACCURACY ON THE FIRST DAY

Please check your ad the first day it appears. The Economist & Sun and The Tribune shall not be liable for failure to publish an ad nor for errors except to the extent of the cost of the ad for the first day wherein the error occurred.

Call
294-2200

CASHIER Full Time

Hwy 7 / Warden
SHOPPERS DRUG MART
479-0773

PART TIME RECEPTIONIST

Required for Real Estate company. Located Kennedy/14th Avenue.

Call
Aileen Mak
or
C.K. Chan
940-9191

Small office in Richmond Hill requires an

Experienced Full Time BOOKKEEPER/TYPIST

For various office duties. Must speak / write fluent English, have a dependable work record, own transportation, start work immediately.

Call 731-9290

High Line Data Systems Inc., a leading business application software vendor located in Markham, has an immediate opening for a full time

RECEPTIONIST

This position requires an individual with a professional image, pleasant personality, good verbal communication skills and the ability to work under pressure. A knowledge of word processing is desirable.

We offer excellent career opportunities together with competitive salary and a comprehensive benefits package. Please send your resume to:



HIGH LINE DATA SYSTEMS INC.
Valleywood Corporate Centre
60 Columbia Way, Suite 700
Markham, Ontario
L3R 0C9. (416) 940-8777

EXPERIENCED CERTIFIED DENTAL ASSISTANT

Required for Stouffville office.

Please send resume to:

P.O. Box 585, Stouffville, Ontario L4A 7Z7.

The following full-time positions are available

Accounts Payable Clerk

A junior entry level position requiring the individual to be responsible for the processing of invoices, coding and keying into a terminal, matching and verifying of computer reports. Minimum two years computerized accounts payable experience, grade 12 education, and good communication skills.

Customer Service Clerk

This position requires good communication skills, typing, and previous office/customer service experience. Main responsibilities of this position is to deal with customers over the telephone regarding music and video product.

Marketing Co-Ordinator

Major accountabilities of this position include providing strong clerical assistance in the advertising of the Video Club and Video Library businesses. Qualifications necessary are; grade 12 education, typing of 60 wpm, strong command of the English language and excellent proofreading skills, good interpersonal and organizational skills.

Music Product Co-Ordinator

This position involves all the proofreading and keying of information into a display terminal necessary for the release of magazine proofs for our record, tape and compact disc magazines. Requirements for this position include: grade 12 education, good knowledge of all types of music, excellent typing and proofreading skills, strong command of the English language and experience with Lotus 1-2-3 preferred.

Resumes/applications for the above positions may be directed to:

Jan Thompson
Personnel Manager
299-9517.



Columbia House

A Division of CBS Records
815 Middlefield Road
Scarborough, Ontario M1V 3M3

Due to expansion of our Computer Systems Division, the Regional Municipality of York offers the following employment opportunities:

Competition No. 90-286 DATA PROCESSING TRAINER \$23,305 to \$25,977 (1989 Rates)

To provide operational and clerical support for Regional Computer Systems including assisting with the scheduling of general systems software training programs, preparation and execution of lesson and presentation material and responding to enquiries regarding computer problems, and typing and filing for the Division.

Qualifications: Community College Diploma in Computer Sciences or equivalent plus a minimum of one year related experience utilizing word processing systems applications. Minimum 50 w.p.m. typing. Current working knowledge of word processing/text management systems software applications. Physical ability to lift heavy (up to 50 lbs.) equipment on occasion. Valid driver's licence.

Competition No. 90-287 SENIOR PROGRAMMER/ANALYST \$37,409 to \$42,138 (1989 Rates)

To program and analyze Regional computer requirements including planning, problem solving and the design, writing, testing, debugging, implementation and documentation of computer programs.

Qualifications: Community College Diploma in computer programming/analysis. Excellent analytical and problem-solving skills. Knowledge of DBase, MSDOS, Lotus and WordPerfect is essential. Knowledge of Cobol, Fortran and Basic a definite asset. Valid driver's licence.

Quoting the appropriate Competition number, submit applications on or before Aug. 15/90. We thank all applicants for their interest, but wish to advise that only those selected for an interview will be contacted.

Human Resources Division
The Regional Municipality of York
P.O. Box 147
Newmarket, Ontario L3Y 4W9
FAX: (416) 895-4232



CERTIFIED DENTAL ASSISTANT

Required for school-based public health program. Employment is full-time, 10 months of the year. Quoting competition #90-274/275, submit resume on or before August 8, 1990.

Human Resources Department
The Regional Municipality of York
P.O. Box 147
Newmarket, Ontario
L3Y 4W9
FAX: 895-4232



CHEF / SOUS CHEF

Experience necessary. For seafood grill located in Markham. Salary commensurate with experience.

Call Bill Lum
472-2288

FULL TIME Days or nights Experienced DISHWASHER

required
Male or female
472-3133
Ask for Bill

Secretary/ Receptionist

We are the leading manufacturer of Cedar Solariums in Ontario. We require a person with good interpersonal, typing and number skills. Must be able to work with minimum supervision. Will train if necessary. For interview call after 4 p.m.

Karki Permawood
51 Bentley St.,
Markham
(Warden/Steeles)
475-5458

OFFICE MANAGER ASSISTANT

Candidate must be well organized, self-motivated and able to take charge in a small busy office. Computer experience an asset. Please send resume to:

ICG Propane Inc.

Att. M. Turner
P.O. Box 236, Hwy # 48
Markham, L3P 3J7

294-5665

No agencies please

A mature person for Saturday reception.

Hrs.: 8 a.m.-1 p.m.
(every Saturday)

Reception experience preferred. Possibility of extended hours.

Call 292-7804 - ask for Laura

RAINBOW CONNECTION

is a quality non-profit child care centre located in the McCowan & Denison area. If you are a qualified E.C.E. instructor with strong programming skills then we would like to hear from you. We offer competitive salary and benefits. Contact Diane or Janet at 472-3712.

E.C.E. OR EQUIVALENT

Required for small, friendly daycare centre. Good salary including grant and benefits.
640-4834 days
839-8103 evenings

LIVE-IN helper needed for family in Richmond Hill. September 1st. 737-2878

Domestic Help Available

CLEANING - lady available, Markham, Unionville, Milliken, Stouffville. Reasonable. Ref's. Call Lisa 640-6120

MIGHTY MAID - Homecare Service, 472-3014.

Employment Wanted

ABLE student requires work as helper for construction or mechanical trade. Call Glen, 640-6164

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