

**The National Bank:  
An Established Presence  
with an Exciting Future**

At the National Bank, we are committed to our customers, always prepared to be the leader in providing personal service. As our branch network expands, we have more challenging opportunities in Unlonyville/Richmond Hill for customer oriented professionals including:

**Financial Service  
Representatives**

23 years' experience in a sales and service environment.

**Customer Service  
Representatives  
(Full and Part-Time)**

Sales/cashier experience.

Selected candidates will work in a stimulating, progressive environment, and can look forward to a competitive salary and a full range of benefits. If you are a highly-motivated individual looking for a challenge and a chance to further develop your talents, then we invite you to send your detailed resume to: Sheila Barkley, Recruitment Officer, National Bank of Canada, 310 Front Street West, Suite 700, Toronto, Ontario M5V 3B5; (416) 351-4078.

*The National Bank of Canada is an Equal Opportunity Employer*



**INSIDE SALES REPRESENTATIVE**

We are a well established, fast growing company looking for a bright, alert, and self motivated individual for our Sales Dept. Duties will include Customer Service, Word Processing, and Data Processing. Excellent benefit package and advancement opportunities. Salary commensurate with experience.

Please contact: **IWONA D'SOUZA**  
CABLECOR DATA LINES LTD.  
18 RIVIERA DRIVE, MARKHAM, ONTARIO  
477-4770 or Fax: 477-5143

**Busy office requires:**

**RECEPTIONIST/SECRETARY**

to cover maternity leave from October to February 1991. Excellent typing and communication skills essential.

Hwy. #7 & Woodbine Ave. in Markham  
Please call **Chrissy at**  
**(416) 470-2020**

**CUSTOMER SERVICE REP.**

Qualifications: Banking or Trust company experience and knowledge of G.I.C.'s and R.R.S.P. required. Pleasant telephone manner. Typing skills. Computer knowledge an asset.

Duties: Telephone customer service, bank deposits, general office duties, computer data.

Salary commensurate with experience.  
Call **Lloyd Nelson**  
Kenneth Brown Investment Services Inc.  
1 Raymerville Dr.  
Markham, Ont.  
472-5949

**FILE CLERK**

Good organizational skills. Start immediately. Busy office. Some typing (25-30 w.p.m.)  
Woodbine/Steeles area.  
Call **Sita**  
**475-3080**

**FULL TIME  
PERMANENT  
RECEPTIONIST**

For light office duties. Typing, filing, phones, etc. A pleasant personality and good verbal communication skill a must.

For interview  
call **Rick**  
**475-2217**



**LANDSCAPE  
LABOURERS**

Required for growing Landscape Construction company.

Valid driver's license and familiar knowledge with all aspects of landscape construction an asset, but not necessary. Will train. Competitive rates and benefits package available.

**640-7161**

Over 1700 Centres Worldwide



**MARKHAM &  
RICHMOND HILL  
CENTRES**

Nutri/System, Canada's leader in the weight loss industry, has positions available for Nutritional Specialists. This position requires: RN, RNA or Nutritionist who will support and encourage our clients to achieve their weight loss goals.

Applicant must be caring and self-motivated.

If you enjoy helping others in a fast paced environment, please call:

**Sheila Piff**  
on Monday, August 27 or  
Thursday, August 30 between  
9:00 a.m. and 12:00 noon  
at **886-6371**

**WHITEVALE  
GOLF CLUB  
GREENS  
DEPARTMENT**

is now hiring employees to maintain the golf course. \$8-\$10/hour depending on experience.



Contact:  
**Art Oswald**  
Golf Course  
Superintendent  
Whitevale, Ont.  
294-2512

**select**

sandwich  
requires

**FULL TIME  
KITCHEN/COUNTER**

Help for a sandwich shop  
Apply in person to:  
60 Columbia Way  
(Off Allstate Parkway)

Markham  
**940-9119**

**D-Z  
LICENCE DRIVERS  
REQUIRED**

For drywall and building supply yard in Markham.

Apply to:

**FUTURE  
BUILDING MATERIALS**  
7525 Kennedy Rd.  
477-4994

FULL time sales help needed for Florist & Party Shop. Apply in person at: 6 Main St. West, Stouffville. 640-2025.

**BIG SISTERS OF YORK**

(Part Time Position - 15 hours/week)

A Support Coordinator for South York Region.

Responsibilities: Case Management; Supervision of Volunteers, matching Big and Little Sisters; Interagency liaison; Participation of group functions.

Flexible hours, some evenings and own transportation required.

Send resume by **September 7, 1990** to:

**Big Sisters of York**  
P.O. Box 720, Aurora, Ontario L4G 3L6

Geac is a Canadian-owned multi-national computer corporation. Our systems, which include both hardware and software, are in use with more than 700 library and financial institution customers world wide. Join us in one of the following positions:

**Stockroom  
Personnel**

Are you an energetic individual? Have you got the aptitude and the attitude to handle shipping, receiving, stocking, and processing customer orders? Do you have two years' relevant experience in an electronics environment? What about good communication skills? If you answered "yes" to these questions, consider joining our stockroom team.

**Senior Bench  
Technician**

**The Mission:**  
To test and troubleshoot our state-of-the-art mainframes, PC's, and peripherals.

**The Candidate:**  
A seasoned technician. An individual with at least three years' analogue and digital component trouble shooting experience. An electronics specialist with a recognized degree or diploma.

Geac offers a competitive salary augmented by a comprehensive benefit package. Please forward your resume indicating your position to:  
**Human Resources, Geac Computer Corporation Limited, 11 Allstate Parkway, Suite 300, Markham, Ontario L3R 9T8.**

We offer a smoke-free environment.  
Geac is an equal opportunity employer



THE POWER OF PERFORMANCE

Technical Building Services, a building security and monitoring system contractor, has a current opening for a permanent part-time

**Admin  
Assistant**

We require an enthusiastic candidate who will possess the following skills:

- accurate typing (minimum 50 wpm)
- familiar with operating a P.C. (WordPerfect, Lotus 1-2-3)
- strong communication skills, both verbal and written
- ability to develop and maintain effective customer relations
- ability to maintain a basic bookkeeping system

If you're a self-starter, able to work with minimal supervision, looking for a growth-oriented environment with flexible hours, please respond in writing to:

**Mr. Peter Bell**  
**Technical Building Services**  
190 Main St. (Above SNOBS Store)  
Unlonyville, Ontario L3R 2G9

**SECRETARY/  
RECEPTIONIST**

Required by medium-sized manufacturing company. Must have pleasant telephone manner, general office skills including filing, typing, and data entry. Competitive salary and benefits. Woodbine/Steeles.

Direct resume to: **D.C. Van Outfitters Ltd.** Fax: (416) 475-0246 or call **475-2185**.

**BOOKKEEPER**

Required for rapidly growing Markham area print and design consulting company. Knowledge of PC computers, Bedford or AccPac is an asset. Excellent working environment with benefits. Salary between \$20K-\$22K.

Please call  
**Lorraine at**  
**940-0200**