

General Help 510

ASSEMBLER
 For special project
 — For approximately one month
 — Sheet metal or mechanical background useful
 — 35 hour week. Flexible hours
 — Immediate
 Call Pat
470-9077

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

ESTHETICIAN
 Required
294-2240

HAIRSTYLIST
 Full time position. Preferably with clientele. For more information call Antonette.
477-3096
 Maxima Hairdesign


MARKHAM GOLF COURSE
 requires
 Seasonal Employees to lay sod.
 Apply in person between 7 a.m. & 3:30 p.m. at the maintenance building. Located at the 2nd driveway west of Woodbine on 16th Avenue.

PART TIME OFFICE CLERK
 To assist bookkeeper with accounts payable. Off Warden below 14th Avenue.
475-8232

\$10.15 TO START
 National firm has part and full time positions in housewares and sporting goods. Students 18 years +; housewives and others may apply.
474-1616


WANTED HOUSEWIVES
 To assemble jewellery at home. Please call.
764-9458
 between 10 am & 4 pm

Office Help 525

Receptionist/Typist to \$25,000
 Located in the Woodbine and Steeles area our client is looking for a polished individual. A professional image coupled with accurate typing skills make you an ideal candidate. Back to workers with the appropriate skills are welcome. Our client offers a friendly environment, a full benefit package, and growth potential for the right candidate.
 For more information call Debbie, Teresa or Marg
492-8502

TEMPORARILY YOURS

DATA ENTRY CLERK
 Large corporation has an immediate opening for an individual to key punch data into computer network.
 Prior experience and use of CRT a must.
 Other duties include light typing and telephone / customer service work. Pleasant working conditions, modern office.
 Please send resume with salary requirements to:
 Box 4493
 c/o Economist & Sun
 9 Heritage Road
 Markham, Ontario
 L3P 1M3

PERMANENT PART TIME
 • Customer Service (Bilingual)
 • Jr. Mail Clerk
 For appointment call: 491-9131,
 M.D. Prescriptions Inc.

BE A WINNER WITH DRAKE
RECEPTION/TYPIST
 \$21,000-\$23,000. Hwy. 7 & Leslie. Variety Plus! Here's a wonderful opportunity for someone wanting growth and variety to keep your days busy and challenging. This progressive company needs your word processing skills, friendly telephone manner and the ability to work independently. If you enjoy people and working in a friendly environment call today for further details. Order #K8066.
ACCOUNTS RECEIVABLE/CREDIT & COLLECTIONS CLERK
 \$23,000-\$25,000. Hwy. 7 & McCowan. Are you detail-oriented, able to handle high volume, accurate with figures and able to make credit decisions — then look no further! This position has excellent benefits and offers challenge and scope. This is your opportunity to become part of a high profile organization where your accounting abilities will be recognized. Excellent benefits and super team workers. Order #K7898.
RECEPTIONIST/SECRETARY
 \$21,000. Warden & 14th. A successful established Markham firm has an opportunity for you to utilize your people skills. Handle a variety of duties including word processing, phones and inquiries. If you are looking for a challenge in a friendly office environment. Call today for further details. Order #8036.
CUSTOMER SERVICE
 \$20,000-\$23,000. Hwy. 400 & Hwy. 7/Warden & 14th. This progressive water systems company is offering an opportunity to train in the customer service industry. Handle phones, inquiries, order entry and file maintenance. Gorgeous new offices. Excellent career growth available. Call today. Order #8035.
 These are just a few of the many positions available
 NO APPOINTMENT NECESSARY
 CALL DIANNE KEIL OR WENDY CARPENTER
 at 471-8551
 5871 Hwy. #7, 2nd floor, Markham
 *Evenings by appointment


SWITCHBOARD OPERATOR
 We are looking for a person with a pleasant personality and a good telephone manner, with a minimum of Grade 12 preferred. Responsibilities involve answering all incoming calls, greeting guests, sorting mail, and other duties.
 We are located in Markham at Hwy. #7 and 404
 Please contact Elizabeth Lee
477-0030
 Fitzhenry & Whiteside Ltd.,
 Canadian Book Publishers

IMMEDIATE OPENINGS IN MARKHAM OFFICE
 Our team is looking for enthusiastic people to fill full time positions in our Customer Service Department. Ideal candidates must have excellent communication skills and pleasant telephone manner. Located near Woodbine/14th Ave. Should have own means of transportation.
 For more information call
 Jessica at 477-4420

OFFICE ADMINISTRATOR
 Unique Personnel, an expanding company supplying driver services to the trucking industry, seeks a mature, responsible individual with excellent interpersonal and administrative abilities to help manage the Toronto office.
 Responsibilities include:
 (A) Preparation of consolidated reports for payroll.
 (B) Group benefits and office administration.
 (C) Sign-up and screening of truck driver applicants.
 The incumbent must be able to type, own a car, and be capable of operating independently in a demanding environment. Experience within the transportation industry and exposure to micro computers is highly desirable.
 Compensation is \$400 per week and includes a range of company benefits.
 Interested applicants are requested to send their resume to:
 Regional Manager
 Unique Personnel
 2650 John Street, Unit 24
 Markham, Ontario L3R 2W6

RECEPTIONIST/TYPIST
 Required Monday to Friday
 10:00 a.m.-5:00 p.m.
 Must be a reliable and well organized individual with excellent telephone manners. An ideal position for a mature person returning to the workforce.
 Send details, in confidence, to:
 Estimatic Inc.
 P.O.Box 145
 Milliken, Ontario
 L0H 1K0

ACCOUNTS RECEIVABLE /COLLECTIONS
 • Knowledge of credit collections procedures.
 • Communication skills an asset.
 • Ability to work in busy office environment.
 • Typing and computer skills necessary.
 Salary commensurate with experience.
 Please send resume and salary expectations to: **National Music Methods Ltd., 80 Esna Park Drive, Unit 17, Markham, Ontario L3R 2R6. Attention: Mr. Williams, or call (416) 470-6120.**

 
ONE OF THE STRONGEST INTERNATIONAL MANUFACTURERS OF COMPUTER PRODUCTS
 The Hong Kong based VTECH Group, with sales of over 300 Million Dollars, employs over 7,000 personnel. Distribution centres are based in Hong Kong, London, Amsterdam, Chicago, Los Angeles, Portland, Australia and Canada. With sales and service branches now located in every major city in Canada. VTECH continues its dynamic growth within its largest Canadian Facility, located in Markham, Ontario.
 VTECH's aggressive, systematic growth has provided for outstanding career opportunities and requires:
RECEPTIONIST (Markham)
 Primary responsibilities include General office administration and Customer Service. This is an excellent entry level position. The candidate should possess a pleasant telephone manner, good communication skills and good typing skills. An excellent remuneration package.
 SEND RESUMES TO:
 VTECH LASER COMPUTERS LTD
 170 Alden Road Unit 2
 Markham, Ontario L3R 4C1
 Telephone: 477-2818
 Facsimile: 477-7687
 Attention: Sales Manager (Central Canada)