

WE PICK WINNERS

EVENING WAREHOUSE MANAGER/SUPERVISOR
\$30,000 - \$35,000. Warden & 14th. This is an opportunity that shouldn't be missed! Be part of a fast growing label company as you supervise 8-10 people, 4 days a week, 4 p.m. - 2:30 a.m. Your top organizational and interpersonal skills will allow you to take charge in this busy and challenging environment. This company also offers an excellent benefits package. Call today for further details. Order #K8099.

ACCOUNTS RECEIVABLE
\$20,000. East Beaver Creek. Use your flair for figures and excellent interpersonal skills in this variety filled position. Handle all the major accounts for this automotive wholesaler as well as file maintenance and computer input. Bilingual French skills an asset. Call today. Stable environment, excellent benefits. Order #K8057.

SALES ADMINISTRATOR/WORD PROCESSING SPECIALIST
\$28,000. East Beaver Creek. Looking for a challenge and the chance to use your top Wordprocessing ability? This Markham marketing company deals with high profile consumer product companies and needs your skills to help develop proposals, quotes and reports. Become involved in all aspects of the sales function and general secretarial duties. Excellent benefits, modern offices. Order #K8054.

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



One of Canada's largest third-party Collection Service, is looking for dynamic and aggressive

COLLECTION PERSONNEL

We offer a competitive salary, commission, and an excellent benefit package. No previous experience required.

If you meet the above requirements, call:

**Mr. Gilbert at
886-8000.
(Hwy. 404 & Hwy. 7)**

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 a challenging opportunity in Richmond Hill at Capital Centre for a customer oriented

Branch Secretary

Confident and able to use initiative; you have developed your skills through 1-2 years' secretarial/reception experience. Dicta phone would be an asset.

Please send your detailed resume to: Shelna 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



**Economist & Sun
The Tribune**

ADVERTISING SALES

Are you self-motivated, energetic, enthusiastic, an effective communicator? Consider a career in Newspaper Advertising Sales.

Our busy community newspaper has an opening for a **Classified Sales Representative**.

We offer salary, commission package, car allowance and company benefits.

Please send resume to
Markham Economist & Sun
9 Heritage Road, Markham, Ontario L3P 1M3
or call Phyllis Ritchie, Classified Manager
294-2200

JUNIOR BILLING CLERK

- Start Date: Immediately
- Full Time Days
- Salary Negotiable
- Credit Card Processing Dept.
- Lookups, Microfilming, and Mailing of Invoices

477-6000

Muthu Shan
(Resume required)

OFFICE JUNIOR

Part Time

Small Thornhill manufacturer requires part time help for general office duties. Some computer experience an asset. Flexible hours, (would suit mother with school aged children). Bayview & Hwy #7 area.

For interview call Brian
764-3745

PART-TIME

SECRETARY

Hwy. 7 - Leslie area.

Computer and book-keeping skills required.

886-5511

RECEPTIONIST/SECRETARY

Monday-Friday, 10-6

Required to work in Real Estate company. Beautiful surroundings. Located at Kennedy/14th Ave. Call:

Aileen Mak
OR
K. Chan
940-9191

SECRETARY/RECEPTIONIST

3 days per week
10 AM to 3 PM

Typing skills required. Ideal position for housewife.

479-2676

TELEPHONE SALES

NO-LIMIT \$\$\$

Part-time for North Toronto Heating and Air-conditioning company.

Base plus commission.

Call Glen or Kevin,
479-4440

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.

CHEMETICS

Operates worldwide as a leading process engineering contractor in chemical plant and process technology

We presently require the following staff in our new modern offices at Warden and Highway 7

Receptionist-Switchboard Operator

Will provide professional reception for all visitors plus managing our modern main switchboard. Typing services will be required and familiarity with WordPerfect 5.0 is a decided asset.

Mail Room Clerk/Switchboard Relief

Should have some mailroom experience in order to process internal and external mail. Switchboard relief requires a pleasant telephone manner.

Interested candidates are invited to send their resume or letter to:

Ken Sowten, Manager, Human Resources
Chemetics International Company Ltd.
200 Town Centre Boulevard
Markham, Ontario L3R 8H8

OFFICE SUPPORT CO-ORDINATOR

We are a strong, high profile development company experiencing tremendous growth in the York Region area. Based out of Toronto we have identified a need to relocate key staff to Unionville in order to supervise and expand our development activity.

We require a highly motivated, self starting individual to setup and maintain all of the office support functions. Although the basic duties are clerical in nature, they are not routine, and will require initiative and creativity. This office will consist of seven professionals who will depend upon the Office Support Co-Ordinator's experience and advise. As there will be no direct supervision, you must be able to co-ordinate your own priorities.

The ideal candidate will have a secretarial background combined with a knowledge of all office equipment and an ability to maintain a reception area. A professional attitude along with dicta-typing, filing, and word processing experience is required.

We offer an attractive and friendly office environment, competitive compensation package, and advancement opportunity.

Please send your resume to:

Attn: Brian Davison
Renaissance Plaza
Suite 740
150 Bloor Street West
Toronto, Ontario M5S 2X9

INTERIOR DECORATION

Carpet company requires part-time and full-time help for IN STORE SALES. We will train right individual.

Call for an appointment
Mr. Bill Aird, 471-2725

Or drop in at Carpet Mill Outlet
9711 Markham Road, Markham



**OPEN OCTOBER
NOW HIRING
FULL & PART-TIME**

9441 Hwy. 48 (Just N. of 16th Ave.)

- Servers
- Host/Hostess
- Line Cooks
- Prep. Cooks
- Bus Staff
- Dish Washers

Apply in person, 9 a.m.-7 p.m.

472-5635

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is
Now Hiring

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- WAITER/WAITRESS
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- BUS PERSONS
- DISHWASHERS

Luba or Spiro

640-8858



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GREAT PEOPLE!
GREAT JOB!**

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BUS PEOPLE

required
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(at 404 & Hwy. #7)
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