

# Careers Careers Careers

## SPARKOMATIC

### SECRETARY / RECEPTIONIST

Sparkomatic Canada Inc., a leading manufacturer of automotive accessories has an excellent opportunity for an organized, energetic, self-motivated individual.

#### QUALIFICATIONS:

- Switchboard/receptionist experience
- Professional telephone manner
- Typing ability of 40 - 50 w.p.m.

This individual will also provide general support for the office staff.

Sparkomatic offers an excellent salary and benefit package. Please send resume with salary requirements to:

Mr. Michael Peters  
Sparkomatic Canada Inc.  
265 Hood Road  
Markham, Ontario L3R 4N3

## CUSTOMER SERVICE REPRESENTATIVE

We need a bright, qualified person to fill an immediate opening in our Customer Service Department. This person must have a minimum of two years experience in data entry, as well as exceptional organization and communication skills.  
Warden and Steeles.

Please call Louri at 416-475-2666  
Monday to Friday,  
9:00 - 5:00 for appointment.



JANNEX ENTERPRISES (1980) LTD.

Sales Help & Agents 538

## FOOD SALES

Importer/Distributor of British Foods requires part-time (3-4 days per week) sales person to service existing retail outlets in East Metro and surrounding areas. Salary, commission and car allowance.

Send resume to:  
TFB & ASSOCIATES LIMITED  
Suite 211  
550 Alden Road  
Markham, Ontario  
L3R 6A8

## ACCOUNTING/BOOKKEEPING

(Temporary Position)

Medical Manufacturing company requires a quick learning and responsible individual until November 1991. Must be experienced in A/P, A/R, Payroll, Purchasing, etc. Hwy. 48, north of 16th Ave. Non-smoking workplace.

Apply to: Medionics Int'l Inc.  
114 Anderson Avenue  
Markham, Ontario L6E 1A5  
472-6547.

## ADMINISTRATIVE ASSISTANT

Must be equipped with the necessary skills to handle a fast paced environment. Good working knowledge of microcomputers, word processing, dictaphone and other related office skills are essential. Hwy. #7 & Leslie area.

Call Ms. S. McKenna at  
886-7468

## SALES HELP

Earn unlimited income, full or part time with one of the hottest weight loss programs. No investment necessary.

Call 761-7576  
24 hour message

## TEMPORARY POSITION

Receptionist with good voice and telephone manner. Working knowledge of Lotus 123, WordPerfect and Accpac necessary. A certain amount of data entry is required in this position. Hours are 9 to 5, Monday through Friday. Office is located in Markham at Woodbine & Riviera. Salary is \$1600 per month.

For further information, please call  
Mr. Fritz Luehmann at 416-477-0277

St. Andrew's United Church in Markham is looking for a dynamic, local resident to work 20 hours per week as a Christian Education Staff person. If you're curious please call.  
472-0604

## BOOKKEEPER ASSISTANT

Local Markham computer company seeks clerical help on semi full-time basis. Duties will include accounts payable, accounts receivable, filing, handling phones, etc. Accounting knowledge very helpful. Hours will initially be Monday-Friday, 10-3 p.m. Possibly full time position based on performance. Good working environment with attractive benefits.

Send resume to  
WIZ Electronics  
610 Alden Road  
Suite 105-106  
Markham, Ontario  
L3R 9Z1  
Attn: Mick

## SALES HELP

- Motivated -  
Markville Shopping Centre  
Leatherwear  
Call Nancy 513-6455

## Perfect Part-Time Job

If you are mature, reliable and enthusiastic, we need you on our fund raising team. Relaxed atmosphere. \$7.00 an hour plus bonus. Great for students, home-makers, retired.

Call between 1 p.m. & 4 p.m.

Canadian Liver Foundation  
472-1400

## SECRETARY/ RECEPTIONIST

Required for very busy office - located Hwy. #7 / Leslie area.

Experience in telephone, switchboard, WordPerfect and LOTUS. Some knowledge of accounting - works well under pressure. Starting salary 20k.

Call Tom-Tauro  
889-2200

## Domestic Help Available \$35

EXPERIENCED cleaning lady with car seeks day work. References available. 658-1555

PERSONALIZED CLEANING SERVICES - Cleaning to your specifications. References available. Call evenings: 852-9273.

TOO busy for housework? Reliable cleaning lady available half days and full days. Call 294-2451.

## Business Services 791

PERSONALIZED RESUMES, tailored to target the position you seek. Five styles available: •Sales •Managerial •Accounting •General / Clerical •Skilled Labour. Package includes introductory covering letter highlighting your expertise. Please specify format required: \$9.95 for one, \$15.95 for two. Make cheque or money order payable to H.P.C. Consulting, Box 4519, Markham Economist & Sun, 9 Heritage Rd., Markham, Ont. L3P 1M3.

RUBBISH removal. Backyard and basement, small demolition, clean-ups. Call 471-1907.

TRUSTEE in Bankruptcy. Stone Conway Hughes and Partners Inc. 25-120 West Beaver Creek Rd. (#7 & 404), Richmond Hill. 764-1000.

Hotel / Restaurant 140

Coppins Corner Restaurant looking for Kitchen Help Part time or full time  
649-3455

## PART TIME RECEPTIONIST

Busy advertising agency requires part-time receptionist for various duties. 2-3 days per week. Some word processing experience necessary.

Call 294-5715

## CUSTOMER SERVICE PERSON

For counter of a dry cleaning company (Clean Team). Enthusiastic, good attention to detail. \$6 plus per hour. Warden/Steeles (Markham).

In your most enthusiastic way call and tell us about yourself.

474-0990 (Mack)

Mature, independent individual able to prepare a complete set of books on ACCPAC needed for publishing company. 3 days per week.

Qualified applicants please call  
477-2922.

# A Garage Sale Is a Wonderful Thing..

*if you do it right!*

Just think about it... with a garage sale, you can

- Get rid of useful but no-longer-needed items.
- Make some extra money.
- Provide low-cost items to interested shoppers.
- Involve the whole family.
- Find additional room for new hobbies or interests.
- Meet new friends.

You see, a garage sale is what you make it. And we'll help you make it a success.

Call today to place your ad. Garage sales are where it's at!