

Careers Careers Careers

Markham District Historical Museum

requires a SECRETARY/RECEPTIONIST

Do you like meeting the public?
Spend 35 hours per week in a heritage environment.

- 5 years administrative experience
- have extensive computer skills using Word Perfect
- be able to file
- act as receptionist
- keep financial records
- experience in the heritage field an asset

Starting salary \$23,232.00 - full benefit package.
Apply by April 22, 1991 to:
The Director, Markham Museum
R.R. #2, Markham L3P 3J3
294-4576

JOHNSON CONTROLS

is a leading supplier of Environmental Controls and Computerized Building Management Systems; and a service provider of Building Mechanical & Electrical Systems. We have an immediate opening in our Head Office located in Markham for the following:

ACCOUNTS PAYABLE PROCESSOR

The successful candidate will perform the functions required to verify and batch invoices for Data Entry, and to prepare payments to vendors.

Attention to detail and effective communication skills are essential qualifications. Preference will be given to candidates with several years experience.

If you are interested in joining a company that offers a competitive salary, excellent benefits, a smoke-free environment and attractive work setting apply in writing before Friday, April 26, 1991.

Human Resources Coordinator
7400 Birchmount Road
Markham, Ontario
L3R 5V4

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

DENTAL HYGIENIST

required for
DR. BOB BODWAY'S OFFICE

-STOUFFVILLE
640-3213
640-6688

*Two evenings/week
plus optional days*

Coppins Corner Restaurant

looking for
Kitchen Help
Part time or full time
649-3455

WILLOWGROVE, a Christian charitable organization, requires teachers for their farm program. A teaching certificate is preferred, but not required. Please call: Willowgrove, 640-2127.

GRANDMA'S COMPANY requires cleaners. (Of special interest to women over 35) \$8.50 per hour to start. Car essential. 852-6365.

Domestic Help Wanted 530

NANNY REQUIRED - Live-in Stouffville area. Ages 3 & 8 years. Above average wage. Housekeeping. Must be willing to work weekends. References & S.I.N. # required. Bonus available. 640-5089.

PART TIME domestic help wanted in Markham - 3-4 hours a day, twice a week. Transportation provided. Phone Maxine, 1-416-686-0744.

Domestic Help Available 555

CLEANING lady with 6 years experience wants work in Markham / Unionville area. References. 479-4665.

EUROPEAN housekeeping. Tired of housework? For the personal touch call Karen, 640-7426.

EXPERIENCED cleaning lady available. Call 475-3816.

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

RELIABLE experienced cleaning lady with car available for half or full days. Call 299-1173.

Employment Wanted 570

MAN with 25 years experience - Residential, Industrial & Construction. Experienced in carpentry, drywall, block & brick, painting & paper hanging, plumbing, basement completing, squeaky floors, carpet installation. 640-2832.

SKILLED Tradesman for brick, block, stonework; also wood lot clearing, tree removal, cleanups, etc. Renovations, additions, painting, papering, etc. Top quality workmanship. 640-8321 or 640-1407.

Daycare Available 770

CHICK-A-DEE-DAY NURSERY: Quality daycare at a reasonable price. 19 months to 5 years. Open 7 a.m. - 6 p.m. Educational programs. Hot noon meal. Qualified E.C.E. teachers. Gov't. subsidy available. 640-5233.

UNIQUE childcare in my home. Creative playtime, hot lunches & snacks. Experienced. Stouffville area. 640-1602 after 6 PM.

EXCELLENT daycare available in my home, any age, references, receipts. Kennedy / Hwy 7 area. Call 479-8347.

EXCELLENT daycare services available in my home. Non-smoking environment. Located in Raymerville area. 294-3564.

EXPERIENCED quality daycare available in my home. Hot lunches, daily craft time, fenced yard, lots of toys. Any age welcome. References available. 640-4275.

RELIABLE, safe daycare in my home. Toys, music, outdoor play. Full/part time. Lunch and snacks. Wooten Way / Hwy 7. Call 472-8521.

SUMMER daycare available. Daily activities planned. Picnics, swimming. 4 years old plus. Unionville. 513-8492.

Daycare Wanted 775

EXPERIENCED nanny required for two children (one and two). Live-in/out. Near Markham Stouffville Hospital. 472-8110.

Immediate position available for a responsible individual in a

CUSTOM SPRAY OPERATION

Responsibilities include the safe handling and mixing of chemicals, and spraying of agricultural lands. Knowledge and experience in safe handling of chemicals are essential. A "D" licence and safe driving record are required. This is a seasonal position with the possibility of full time.



Apply in person to
Stouffville Co-op,
47 Edward St., Stouffville, Ont.

INFORMATION/ HOSTESS/ HOST

Full time mature person wanted for information and lottery ticket sales at the Markville Shopping Centre.

Please apply in person
Markville Shopping Centre
5000 Hwy. #7 (at McCowan)

PART TIME

Earn an extra \$300 per week working part time evening. Take orders in your own neighbourhood.

479-7645

CLASS "A" LICENSED MECHANIC

Experienced on hydraulic equipment.

Apply to:
Power Line
Construction Ltd.
215 Anderson Avenue
Markham, Ontario
Shirley Mahoney
294-9761

Are you an experienced
TELEMARKETER
interested in making
up to \$15/hour?

Hours:

Mon. - Thurs.
5:00 p.m. - 9:00 p.m.
Saturday
10:00 a.m. - 2:00 p.m.



*Call Mr. Westlake
513-8803

Part Time RECEPTIONIST /TYPIST

Evening/Weekends

Required for a busy and progressive real estate office. Real estate knowledge required. Excellent people skills, telephone and typing expertise and pleasant personality.

Fax resume: 471-0832
or Call Lynda D. at
471-2121

\$11.05 ATTENTION STUDENTS

International firm must fill summer positions now!

May begin after classes or exams. Part-time available for Grade 13. No door-to-door or telemarketing involved. Excellent resume experience, management opportunities, scholarships, and university credit available. 18 years + preferred.

Call 474-1616

Stouffville Restaurant

requires

- Experienced Chef
- Experienced Waitress/Waiters

Call Angie's Eatery

at 640-8858

Ask for Spiro or Luba

LEGAL SECRETARY

Required for sole practitioner's office.

- Experience in real estate with some corporate and wills and estates.
- Must have WordPerfect 5.0.
- Driver's licence.
- Non-smoker

Contact: Susan Ambrose
178 Main Street
Unionville, Ontario
477-0624

CHATTING FOR CHARITY

Use your pleasant telephone voice to raise much needed funds for the Canadian Liver Foundation. Four hour shifts a.m. or p.m. or Saturday. \$7/hour plus bonus.

Call 472-1400 today.
(37 Main St. North,
Markham, Suite 207)

PERSON FRIDAY

FULL TIME FOR MAY
TWO DAY WEEK
THEREAFTER

Excellent command of English language and typing skills required. Computer data input experience an asset. Call:

475-0645

ADULT VIDEO STORE

Sales help required. Must be 18 or over. Previous retail experience preferred. Typing/computer skills an asset.

Apply in person after 10 a.m. to:

ADULTS ONLY VIDEO

4981 Hwy. #7
Markham



COMPLETE INSURANCE SERVICES



RUTH ARMSTRONG, BROKER
642-0651
Serving the Community Since 1965