

**510** general help

**ASSEMBLERS!**  
Stay Home-make money. You assemble products and earn \$727 a week. Amazing recorded message reveals details.  
Call 416-332-9604 ext. 40  
Canadian Company

Mature, reliable, retired person to operate a rough-cutting unit on a golf course. Please call or send resume to: Steve Hallard  
Cedarbrae Golf & Country Club  
6431 Steeles Ave. East  
Scarborough, Ontario M1X 1N6  
call (416) 609-8795

Experienced  
**LAWN MAINTENANCE**  
Person required. Minimum 2 yrs of professional experience.  
Please call 905-887-0334

**ENJOY A JOB THAT MAKES A DIFFERENCE**  
Earn good money and enjoy personal fulfillment working in a professional office using the phone to promote health, humanitarian, Christian and other respected charities. If you are articulate with good diction, possess top verbal communication skills, computer and keyboarding experience and have a history of helping church, community or other charitable causes, we are interested in hearing from you. Training provided.  
Call Lisa at (416) 502-9800 to apply and arrange a pre-qualifying phone interview.

**515** skilled & technical help


**Computer Drafting**  
Design firm looking for technician with AutoCad skills. Flexible hours. Markham location. Fax resume to:  
(905) 947-0165

**LICENCED PROJECTIONIST**  
Permanent part time position, potential for full time. Minimum five years experience preferred.  
Call Debbie at 905-852-4644

Busy store fixture company requires experienced woodworker. Temporary position could lead to full time. Fax resume with hourly wage expectation to:  
905-642-8869  
We thank you for your interest; however only those required for interview will be contacted.

**CHRYSLER FIVE STAR SERVICE**  
★★★★★  
Here We Grow Again  
Additional Staff Required  
•Service Advisor  
•Dispatcher "Control Tower"  
Reynolds & Reynolds System  
•Licensed Mechanic  
•Air Condition Mechanic  
•2nd to 5th Year Apprentice  
•Parts Specifier  
Chrysler experience an asset  
**CHEVALIER CHRYSLER**  
14535 Yonge St., Aurora  
(South of Newmarket)  
Art Rainey, 905-841-1233  
Faxed resumes preferred  
905-841-4391

**525** office help

**OPERATIONS ASSISTANT**  
  
A progressive Markham based company is seeking a fulltime operations assistant to support our expanding customer base in Canada. You should be well organized, computer literate, efficient and outgoing and ideally familiar with Business Vision accounting software. Duties are general warehouse assistance, shipping and receiving functions and mailing and courier transactions. General assistance in the area of customer mailings/marketing and administrative duties is also required. Candidates must be physically fit and able to lift packages up to 25 kgs. Renumeration and company benefits are very attractive to the right individual. We are a small group of individuals who are also highly motivated. If you fit these requirements, please submit your resume in confidence by FAX to "General Manager"- Tait Mobile Radio Inc. Fax: (905) 472-5300. Candidates will be contacted for interviews. No Phone calls please.

**HERE WE GROW AGAIN ....**  
Looking forward to summer .. tired of the long commute downtown .. Markham has a full-service law firm waiting for you ..  
We currently have openings for the following positions:  
**Receptionist**  
**Intermed. Corp./Commercial Secretary**  
**Litigation Secretary - 6 month contract**  
**Corporate Secretary - 6 month contract**  
Windows 6.1/WP 6/Fast Company/PC Law.  
Please submit your resume in confidence  
Attn: Office Manager  
Fax: 905-940-8785  
Email: lawyers  
@wilsonvukelich.com

**PATENT SECRETARY**  
Thornhill Intellectual Property Law Firm requires an experienced (min. 5 yrs.), responsible and mature intermediate level Secretary. Responsibilities include preparation of national and international patent applications, follow-up on client matters and correspondence with Patent Offices and Dept. filing. Must be independent, well-organized, a strong team player with good interpersonal and written communication skills, highly capable of working under pressure and an efficient dicta typist, preferably with Macintosh MS-Word 5.1 experience. Patent and Trade Mark exp. an asset. Send resume including references and salary expectations to Beaver Creek Postal Outlet, 420 Hwy. 7 East, P.O. Box 82040, Richmond Hill, Ontario L4B 3K2, Attention: Patent Administrator.

**ACCOUNTANT/OFFICE MANAGER**  
A part time Accountant/Office Manager is required for a busy electronics company in Markham. Experience necessary in office administration, credit and collection and accounts payables. Candidate will also be assisting the Controller in all general accounting duties. Previous experience and accounting training required.  
If you are interested in applying for this position please send your hand-written resume to:  
**SEMAD**  
85 Spy Court, Markham, Ontario L3R 4Z4  
or fax 905-475-4158

**Weekend Customer Service Co-Ordinator**  
Permanent part-time, alternate weekends, require proficient computer skills in WP61, Lotus and experience in database programs.  
Resume to:  
Human Resources, Jennifer Tait  
Unionville Home Society  
4300 Highway #7  
Unionville, Ontario L3R 1L8  
No phone calls please

**525** office help

**OFFICE CLERK/ CUSTOMER SERVICE REP.**  
A worldwide manufacturer of Safety instruments requires an organized individual to perform general office and light stock room duties. Experience in data entry and excellent telephone communication skills a must. Working knowledge of MS Office would be preferred. Bilingual(Eng./French) would be a bonus. Able to work with minimal supervision. Part time 3 to 5 days per week to start.  
Contact M. Pullen 905-470-8985.

**MEDICAL SECRETARY**  
For neurologist at Markham Stouffville Health Centre.  
Skills required:  
• Type 80 wpm/dictaphone  
• Experience with WP 6.1  
• Computerized medical billing  
Work equivalent of 4 days per week. Start June 1997.  
Send resume to:  
Suite 206  
377 Church St.  
Markham, Ontario L6B 1A1

**"REAL ESTATE MANAGER"** required  
For high profile, top producing Markham. Unionville Real Estate Office. Excellent recruiting skills and computer knowledge. Past experience necessary.  
Please send resume with salary expectations etc. to:  
**Box 4582**  
c/o Economist & Sun  
9 Heritage rd.  
Markham Ontario L3P 1M3

**RECEPTIONIST**  
Required full time, must have friendly personality, be fluent in English, familiar with the Meridian Norstar System an asset. This position also has general office duties such as sourcing, distributing mail and courier. Must be computer literate; Windows 95 & Microsoft Word or WordPerfect. Minimum 5 years experience.  
Fax resume & references to:  
**Anne 905-428-6031**

**Dicta Typist/ Proofer**  
Must have minimum 2 years experience, good knowledge in MicroSoft Word 6.0, excellent grammar and the ability for detail.  
Send resume to:  
Human Resources Dept.  
Dicta Typist Position  
R&R Rehabilitation  
138 Anderson Ave., Unit #7  
Markham, Ont. L6E 1A4

**P/T Receptionist Evenings / Weekends**  
For busy Real Estate Office with computerized front desk system. Must be pleasant, have exceptional telephone, typing and people skills. Real Estate experience preferred.  
Please send resume to:  
c/o Economist & Sun  
BOX 4583  
9 Heritage Road  
Markham, Ont. L3P 1M3

**525** office help

**CUSTOMER SERVICE**  
Large volume manufacturer located in Markham requires an experienced Customer Service Rep. with 5 years experience in a similar environment.  
Successful candidate will be resourceful in responding to customer needs, must have excellent communication and interpersonal skills, and be proficient in computerized data entry.  
Send resumes to:  
Julie Jacques  
16 Main Street,  
Unionville, Ontario L3R 2E4

**530** sales help & agents

**SALES ACCOUNT EXECUTIVE**  
We are a small, focused & highly-successful promotional products and sales promotion company offering a rapidly-expanding client base & the opportunity for excellent growth. You are an ambitious & enthusiastic individual with a keen competitive spirit eager to capitalize on a marketplace with proven potential.  
Since 1985, in our quest to be the best, we have developed solid relationships with North American suppliers (recently appointed the exclusive agent for Nova Scotian Crystal) & have exclusive Orient sources that provide us with a competitive edge in the marketplace. We offer solid sales & marketing support. Please reply in confidence with compensation expectations & availability to:  
  
Triton Sales & Marketing Inc.  
10 West Pearce St., Suite #9  
Richmond Hill, Ont L4B 1B6  
Attention: Jack A. Hurst

R.V. Trailer dealership requires Salesperson close to retirement with automotive sales experience who would enjoy having winters off. Must be self-motivated w/excellent communication skills and well organized. Knowledge of R.V.'s an asset. Markham area. Salary & commission.  
Call 905-479-1000

**535** hospital, medical, dental

**Nursing agency looking for Health Care Aide's in Stouffville area.**  
Call 416-754-0700

**545** teaching opportunities

**E.C.E. SUPERVISOR**  
For Co-op Playschool. 4 day morning program. Experience essential.  
Call 905-887-9429  
or 905-472-0375

**555** domestic help available

**MIRAGE CLEANING SERVICES**  
Homes cleaned thoroughly for \$60.00  
•Windows •Stove Tops  
•Washrooms, etc.  
24 HRS. **416-818-6237**  
**NOW IN YOUR AREA**

**SCOTLAND & YARDE Cleaning Services**  
Homes Cleaned thoroughly for \$60  
•Commercial rates available.  
905-479-0345  
Cell 416-523-2127  
**WE FIND YOUR DIRT**  
24 hrs.