

**525** office help



**Butterworths**  
Butterworths Canada Ltd. is a leading publisher of professional and legal reference information.

**RECEPTIONIST/CLERK**  
We require a poised, mature and very reliable individual, with a basic knowledge of Windows based applications (MS Word and Excel). An articulate and diplomatic manner needed to handle busy switchboard with 20 incoming lines and to greet visitors in a professional environment. Will perform miscellaneous word processing and clerical duties. Minimum 3 years' reception/office experience is required. Experience with a Meridian 1 (model 2250) telephone console will be an asset. Please reply in writing stating experience and salary expectations. Butterworths is located at Hwy. #7 and Warden Avenue.

Human Resources, **Butterworths**  
75 Clegg Rd., Markham, ON, L6G 1A1  
Fax: (905)479-2826 Email: jobs@butterworths.ca

*We thank all applicants for their interest, however, only those granted an interview will be contacted. No telephone calls please.*

 A member of the Reed Elsevier plc group

**ACCOUNTS RECEIVABLE/  
ACCOUNTS PAYABLE CLERK**

Young, aggressive company seeks individual possessing excellent communication and computer skills, with a strong work ethic. 2 years experience in billing and collections. Some accounts payable experience an asset; company willing to train. Fast paced environment. Located in Markham.

*If interested, please fax resumé to: 905-946-9612 or email: lperry@cygcom.com*  
*(Please include financial and other software experience in resumé.)*

**525** office help

**Ontario Manufacturer/Distributor of both Commercial and Industrial Coatings Requires:  
ORDER DESK REPRESENTATIVE**

An experienced Order Desk Representative to handle our Industrial & Trade Inside Sales Order Desk. The ideal Candidate will have at least two years order desk experience; have a pleasant telephone manner; be ambitious with a high energy level; have a firm grasp of computers. Paint experience would be an asset.

*Please send resume to:  
DENALT PAINTS  
601 Rivermede Road  
Concord, Ontario L4K 2G8*

**525** office help

**FULL TIME SECRETARY /  
ADMINISTRATIVE ASSISTANT**

Bring your strong secretarial and computer skills to our fast-paced multi-focused consulting organization and assume responsibility for providing quality office and administrative support. With at least 3 years of secretarial experience, you can demonstrate a solid knowledge of computer systems (Windows 95 or NT), Microsoft Office 97, and other software programs. Your inputting speed is fast and accurate. You have an excellent command of English with strong communicative, grammar and spelling skills. You enjoy teamwork, but you also work well on your own. We offer a chance to grow with the job, reasonably flexible hours and a good base salary with opportunity for performance bonuses.

Fax or email your resume no later than November 13th, 1998 stating your salary expectations, to Judy at:

**The Berkeley Consulting Group,  
380 Esna Park Drive, Suite 100,  
Markham, Ontario L3R 1H5  
(located near Steeles & Victoria Park)  
Fax: 905-479-9211  
Email: beg@berkeleyconsulting.com**

**510** general help

**DATA PROCESSING  
CLERK**

needed to work Monday to Friday, 8:30 am to 4:30 pm. Company Benefits Package. Applicant will also be required to perform general office tasks. Interested persons please mail resume to:

Box # 4594  
c/o The Economist & Sun  
9 Heritage Road  
Markham, ON L3P 1M3



**EXPERIENCED  
TRACTOR TRAILER DRIVERS**  
Days / Afternoons / Nights  
City / Highway  
Variable work shifts and work days required by  
CANADA CARTAGE  
SYSTEM LIMITED  
1561 The Queensway  
ETOBICOKE (TORONTO)  
Good working conditions, benefits and starting rate. AZ license and current abstract required. Part time AZ Drivers also required.  
Weekend work available.  
Apply 8 am to 4 pm  
or call 416-259-5454

Expanding HVAC full service contractor requires professional sales individuals for the Peterborough, Durham, Scarborough and Markham areas.

A minimum of three years experience selling industrial and commercial HVAC maintenance programs and related services is required.

Forward your resume in confidence to:  
**STANNAIR**  
STANNAIR CONDITIONING INC.  
1001 DENISON ST., UNIT #10  
MARKHAM, ONTARIO L3R 2Z2

**Economist & Sun  
ADULT CREW**

Wanted immediately to deliver door to door every Tuesday, Thursday & Saturday and other special deliveries. A reliable vehicle is a must. Good remuneration

**Call Megan  
294-8244, Mon.-Fri., 9-5**



**MOLLY MAID**

is now accepting applications for employment. Drivers licence an asset.

**905-472-2575**  
Previous applicants need not apply.

**SNOW PLOWERS  
Wanted**  
Guaranteed Hours & Pay  
Owner / Operator  
For Markham area.  
**Also  
PART TIME  
SHOVELERS**  
Call 905-887-0504

**FULL AND PART TIME**

- WAREHOUSE HELP
- RETAIL SALES
- CASHIERS

Must be willing to work flexible hours  
Apply in person to:  
8 Steelcase Rd. West, Markham  
(Woodbine & Steeles)  
On Mon. Nov. 9th, between 10am-2pm

**510** general help

**NOW HIRING**  
Experienced  
**HAIR STYLIST  
ESTHETICIAN  
& NAIL TECHNICIAN**  
For a new salon in Cornell  
Call 905-479-2002

**PLOWERS**  
Snow Plow Brokers needed  
with own 4x4  
in good condition.  
Also reliable Snow  
Shovellers with own vehicle.  
Please call 640-1594

**WANTED**

Experienced individual for well established residential cleaning company. Send resume to:  
**Box 4593, c/o Markham  
Economist & Sun, 9 Heritage  
Road, Markham, ON L3P 1M3**

**NATIONAL POST**  
Canada's new national newspaper requires adult carriers for newspaper delivery to households between 2-6am, Mon.-Sat. Vehicle a must. Call 1-800-268-7742 or local 416-383-2500

**Snowplowers Wanted**  
Brokers with late model 4x4 & plows for routes in Markham/Unionville area. Also require Drivers & Shovellers. Competitive pay packages.  
(905) 472-4842  
Markham Property Services Ltd.

**COUNTER/GENERAL HELP**  
\$8/hr will train  
Apply by phone/fax or in person to  
Jeff 60 Columbia Way  
(off Allstate Pkwy)  
Phone 944-8275, Fax 944-8276

**SNOW SHOVELLERS**  
Nov. 1st to March 31st. Hand shovel driveways. On call 7 days 24 hrs. North York and York Region. Reliable vehicle required \$17/hr. Call 905-707-5296

**CLEANERS**  
Required for residential agency. Bondable. Good hourly rate. Markham/ Richmond Hill area.  
Call (416) 691-9221.

**STUDENT WANTED**  
Computer firm at Markham seeking OAC or college students. Good English communication skills. 3 hrs/day in afternoon. Good salary and training. Email paul@etech-canada.com

**ADULT CARRIERS**  
Required to deliver newspapers in the Markham /Stouffville/ Thornhill area. Must have reliable vehicle. If interested please call Mon.-Fri. noon-8 pm or weekends a.m.  
Dave Fox (416) 510-0162

**Assistant Manager**  
For Retail Store.  
Experience Required.  
Fax resume  
905-479-9849

**510** general help

**FULL-TIME, PART-TIME**  
Evenings, Weekends  
Day to Day

Scarborough, Richmond Hill, Markham, Concord, Woodbridge

- Truck Helpers
- Shippers /Receivers
- Sorters
- Order Pickers /Packers

Apply in person 8am - 2pm



**GROUP OF COMPANIES**

2555 Eglinton Ave. E. #207  
(at Midland)  
Scarborough  
(Previous applicants need not apply)

**COUNTER HELP**  
Part time day or night shifts available. Apply within Country Style Donuts  
4681 Hwy. #7 E. (at Kennedy)

**515** skilled & technical help

**PART-TIME  
MACINTOSH  
PRODUCTION ARTIST**

Busy community newspaper requires graphic artists for part-time shift work. 15-19 hours per week. These entry-level positions require a demonstrated knowledge of QuarkXpress and Adobe Photoshop using the Macintosh platform. Adobe Illustrator and network experience would be an asset. Applicants must have an ability to communicate clearly and effectively, and be able to work on their own in a fast-paced environment.

Please mail your resume to:  
The Mirror  
Box No. 6640  
10 Tempo Ave.  
Willowdale, ON M2H 2N8  
*(Only applicants selected for an interview will be contacted.)*

**COMPUTER  
TECHNICIANS**

Fast paced computer company in Richmond Hill area requires Computer Technicians for testing, auditing and configuration of PC's and Peripherals. Must have excellent knowledge of computer systems and be prepared to be flexible in the job functions. Hours to be worked may include evening shift. Fax resume to attn: Irene at 905-882-1106

**Electrical Engineer**  
Experienced with electrical systems in buildings, industrial & institutional within the construction industry. Salary to comply with experience or we would consider an equivalent amount for a person with practical experience.  
**Fax resume (905) 764-7944**

**CIVIL ENGINEER**  
With billing exp., estimating and cost control. Salary to comply with exp. or we would consider an equivalent amount for a person with practical experience.  
**Fax resume: (905) 764-7944**