

Office Help

JUNIOR CLERICAL CLERK

Required immediately for one of Canada's largest Printers, Publisher and Distributors located in the Victoria Park and Steeles area. The successful candidate must have a pleasant telephone manner (for switchboard relief), grade 12 math and a minimum typing speed of 40 wpm. Hours of work will be 8:30 a.m. to 4:30 p.m., Monday to Friday. This permanent position offers a great working environment, competitive salary and excellent company benefit package. Interested applicants please drop off handwritten resumes on Thursday, February 27th, Friday, February 28th and Monday, March 3 to the attention of Deborah More at 10 Tempo Avenue, Willowdale (2nd Floor reception). No phone calls will be accepted.

BOOKKEEPER

Work part time at home for a small Markham area business. References required. Please reply to Box 4117, Markham Economist & Sun, 9 Heritage Rd., Markham, Ont. L3P 1M3.

BOOKKEEPER

With computer experience. \$5.50 per hour—2 mornings per week, female preferred. Call: **294-7377** 9am—5 pm



CHEVROLET-OLDSMOBILE
ACCOUNTING
A GM DEALERSHIP

Requires an individual for their accounting department who will be responsible for all aspects of vehicle inventory and sales. You must have an accounting background and be comfortable working in a computer environment.

Salary is commensurate with experience. Please send your resume to:

B. Brown
c/o Conlin Chev Olds
246 Wellington St. West
Markham L3P 1B9

CLERK

Required immediately for label manufacturer. Duties include: filing, mailing, accounts receivable and switchboard relief. Car essential. Full company benefits. Woodbine-Steeles Area
Call Judy Watson
Between 10 and 4 p.m.
475-0523

ACCOUNTS RECEIVABLE CLERK

must have good telephone manner for collection of overdue accounts. Accurate with figures. Grade 13 required. Will suit a mature person used to dealing with people. Contact: D. Dampousse Credit Manager **477-0030 ext. 214** for appointment

ACCOUNTS PAYABLE CLERK

Scarborough trucking company seeks experienced accounts payable clerk. Minimum of 3 years experience required. Position suited for hard working self starter. Please send resume to: 91 Millford Drive Scarborough, Ont. M1B 2G6
Attn. S. Taylor

ACCOUNTANT

Markham company requires an experienced person to handle all accounting and office management functions. Must be able to take a manual system through trial balance and financial statements. Computer experience an asset. Good salary and benefits. Send resume to: Box 4116 Markham Economist & Sun 9 Heritage Rd. Markham, Ont. L3P 1M3

RECEPTIONIST/ TYPIST Part Time

Mature person required for: Saturdays & Sundays hours 10 am to 6 pm
Pleasant telephone manner and accurate typing skills.
Call Mrs. Godwin **479-1240**

ADMINISTRATIVE ASSISTANT—Utilize your accounting knowledge & secretarial skills in this challenging fast-paced position. Your day will consist of assisting the General Manager with her supervision of staff & performing secretarial duties. Markham location. Salary 20K.
JUNIOR TYPIST—Lovely new offices, friendly staff and growth potential are the benefits of working for this company. To qualify all you need is accurate typing (45-50 wpm) and a positive attitude. Salary 13-14K

BROWNLEE PERSONNEL 471-6060

RECEPTIONIST/ TYPIST

We have an immediate opening for a person who would like to join a growing Company in the Woodbine Steeles area. The successful applicant should have excellent telephone manner, 50 wpm typing, be well groomed and interested in meeting people. Resumes including current salary should be addressed to:

Personnel

Computer Board Repair Depot Ltd. 177 Idema Rd., Markham, Ont. L3R 1A9

RECEPTIONIST TYPIST

Required by small busy office. Must have accurate typing skills and pleasant telephone manner. Non-smoking office. Hours 6am—2 pm Woodbine Steeles
Call Barbara **479-3100**

SECRETARY

To a food brokerage firm in Markham. The successful candidate must have 3 years office experience, 60 w.p.m. typing and shorthand are definite assets.

Please Phone Karen **475-9623** for an interview

SALES ORIENTED PERSON—Required by quick printer to assist in running store. Graphic Arts background preferred.

ZIPPY PRINT 477-8808

TRAVELWAYS requires RECEPTIONIST/ TYPIST

For our busy office located at McCowan and Hwy 7. A willingness to perform a variety of duties with at least 1 years office experience will qualify you for this position. Contact: KAREN HART

294-5104 ext 353 between 9am & 12 noon

INSURANCE BROKERAGE

Requires A RIBO licenced office help. Knowledge of office procedures and on hand computer experience would be an asset. Please call Marek Tanana Markville Insurance Brokers Ltd.

294-7544

TYPIST/ RECEPTIONIST

Steeles/Victoria Pk. Area Engineering Sales organization requires a typist/receptionist. Pleasant telephone manner, good typing and english skills essential. Intermediate position. Salary commensurate with ability. Phone:

499-0222 8:30—5:00

TYPIST

Part time for Markham based publisher. Call Margaret Massie at: **477-0030**

SECRETARY

To a food brokerage firm in Markham. The successful candidate must have 3 years office experience, 60 w.p.m. typing and shorthand are definite assets.

Please Phone Karen **475-9623** for an interview

Sales Help 520

WANTED

Experienced Salespeople To sit new home site. For information please call **298-3113**

AREA REPRESENTATIVE

We are currently accepting Sales Representatives, full and part-time, to represent us in the Markham/Unionville/Stouffville area. Newly located in Markham we manufacture a wide variety of custom made, decorative security bars and grills for residential and commercial use, products for which demand is increasing. If you have your own car and would like to utilize your selling skills to earn top commissions, call:

Greg Harrison Sales Manager Protective Security Systems **477-9510** For an Appointment

Join a Winner

American Express is recognized internationally as a leader. Today American Express Canada is experiencing fast-paced business growth in the financial services and travel industries. Keys to our success are the Company's commitment to its employees and the effective utilization of our products and services. Our employees are enjoying our growth through career advancement, training, competitive compensation and benefits, job satisfaction, pay for performance, social and recreational activities and an overall positive work environment.



Be a Winner at American Express...

You must be committed to superior customer service... work well in a fast-paced and flexible work environment... be committed to, and understand, our business products and services... be a team player... put your recommendations forward to improve our products and services... and be willing to give that "extra mile" to complete the job.

...with the following career opportunities

Credit Analyst... Responsible for the analysis and follow-up of outstanding accounts, skip tracing, analysis of credit information and working accounts to minimize credit and fraud loss.

Collector... Ensure the prompt collection of delinquent accounts and return of cancelled cards. Review accounts for legal action or outside agency assignments.

Credit Authorizer... To prevent credit and fraud losses by approving or denying charges on cardmember accounts in an on-line computerized environment.

Telephone Service Centre Representative... Ensure timely customer service by using a computer system to respond to, and resolve, incoming telephone enquiries from cardmembers. Promote products and services of the Company.

Correspondence Representative/Research Adjuster... Ensure prompt customer service by analyzing, researching and resolving cardmember enquiries; utilizing a computerized system. Corresponding with cardmembers in writing or by telephone.

For the above opportunities, you must have secondary school education, a community college

certificate or diploma in business administration, and a minimum of two years' related business experience.

New Accounts Analyst... Investigate, research and approve new card applications, in accordance with Company guidelines and consumer legislation.

Card Replacement Clerk... Respond to cardmember telephone enquiries regarding lost/stolen cards. Arrange the issuance of new cards, ensuring adherence to Company policies and minimize fraud loss.

Telephone Support Representative... Ensure timely customer service by responding to, and resolving, cardmember telephone enquiries regarding merchandise orders, insurance coverage requests and general enquiries regarding products and services.

For the above opportunities, you must have secondary school education. A community college certificate or diploma in business administration is desirable. A minimum of one years' business experience is preferred.

Relay Agent... Ensure timely response to American Express Merchant requests for charge approvals, utilizing a computerized system.

Microfilm Operator... Process microfilm requests by retrieval and review of microfilm tapes, utilizing a Reader Printer Machine.

Proofreader... Proofread cardmember correspondence to ensure accuracy and inclusion of correct enclosures prior to mailing.

For the above opportunities, you must have a secondary school diploma. A community college education is desirable. Six months' general office experience is preferred.

IBM 5520 Word Processing Operator... Ensure the prompt response to cardmember enquiries/ correspondence by operating Word Processing equipment. Must have previous experience, preferably with the IBM 5520. Excellent typing skills.

Supervisor, Customer Services... Plan, direct and organize incoming workload of part-time staff. Recruit, select, train and assess employee's performance. Prepare management reports to diagnose problem areas and recommend solutions. Previous supervisory experience in a customer service or service industry is required.

Some of the above positions require shift and/or bilingual French and English communication skills. Also, these positions cover both full and part-time employment.

To be a winner... phone for an appointment at: (416) 474-8118, 474-8461 or 474-8284. Calls will be accepted from 8:00 am to 5:00 pm on February 26th, 27th, 28th, and March 3rd only.



Agency solicitation will not be considered.