

**SALES TRAINEE**  
**Branch Counter Sales**  
 Sales refrigeration and air conditioner parts and controls to contractors who service commercial and residential refrigeration and air-conditioning systems.  
 Responsibilities:  
 1. Become familiar with and know the location of all products in order to effectively satisfy customer requirements.  
 2. Answer telephone inquiries in a pleasant professional manner.  
 3. Prepare branch paper work  
 • order goods  
 • filing  
 • prepare customer orders  
 4. Shipping and receiving goods  
 5. Inventory management stock taking  
 6. Branch maintenance (clean and tidy)  
 7. Counter Sales  
 • presenting solutions for customer based on obtaining parts and equipment for customers  
 • Following up when goods are received  
 We are searching for a person who is intelligent & who can learn quickly. The successful candidate must have the following experience:  
 1. Mechanical or electrical work experience  
 2. Be prepared to lift heavy objects (must be physically strong).  
 3. High energy level  
 4. Good people skills  
 Write: Box 4118  
 Markham Economist & Sun  
 9 Heritage Rd.  
 Markham, Ont. L3P 1M3

**FULL-TIME CLERK/TYPIST**  
**MARKHAM LOCATION**  
 Rapidly growing perfume distributor is looking for an enthusiastic personality to perform a variety of office tasks.  
 Computer terminal experience an asset. Position is demanding and requires genuine commitment, but has definite opportunity for advancement.  
**Call 477-3622**

**RECEPTIONIST/ TYPIST**  
 Duties Include:  
 • Filing  
 • Proof Reading  
 • Bookkeeping an asset  
**Call: 475-2262**  
 (Mon. - Fri., 9 - 5)

**LEGAL SECRETARY**  
 Required for real estate and general commercial.  
 Please reply in writing, stating experience and salary expected.  
**Cattanach, Hindson, Sutton & Hall**  
 52 Main St. North  
 Markham L3P 1X5

A Markham publishing company requires a  
**DATA ENTRY CLERK**  
 For a computerized order entry. Minimum typing skills of 40 w.p.m. is required.  
 Please call for an appointment.  
**Loma Bayliss**  
 at 477-0030

**CUSTOMER SERVICE**—A rapidly expanding stationery store is increasing staff & is searching for a responsible individual with stationery experience. The ideal candidate will have good communication skills, knowledge of order processing, inventory control & the ability to learn the buying function. Salary \$18-\$20K.  
**SECRETARY-RECEPTIONIST** — Excellent opportunity for the ambitious person who enjoys a busy position with lots of variety. Accurate typing (55 w.p.m.) & a pleasant telephone manner are important. Own transportation necessary. (Markham Rd.—Finch).  
**LONE RANGER** — If you enjoy working on your own without a boss hovering over you, this one secretary insurance brokerage office could be "right" for you, you will be kept busy handling all the typing requirements, clerical functions & telephones. Village Parkway/Unionville.  
**JUNIOR TYPIST** — Our client hires bright young staff and trains them for various positions within their organization. If you want to gain valuable office experience & are willing to start as a junior typist (45 w.p.m.), this is a perfect way in which to launch your office career. Salary \$12K.  
**FOUR MTHS. MATERNITY LEAVE** — A well known Markham computer services company requires a professional Receptionist with AES word processing skills. This interesting position could lead to a permanent position. Car necessary. Salary \$16-\$17K.  
 Other permanent positions in Markham also available.  
**BROWNLEE PERSONNEL**  
 Main St.-Markham  
**471-6060**

**SECRETARIES CLERKS RECEPTIONISTS**  
 Do you like the corporate world but not the commitment? Why not choose the days you want to work. We have long term, short term assignments, and part-time positions available in Markham, Don Mills and Uptown Toronto.  
 If this flexible schedule appeals to you, give us a call.  
**TOWER PERSONNEL**  
**482-5560**

**LEGAL SECRETARY**  
 Required for Real Estate practice in Uxbridge. Applicant must have word processing capabilities and a minimum of 3 years current experience in Real Estate.  
 Send resume to:  
**Douglas E. Wilson**  
 Barrister  
 P.O. Box 1420  
 Uxbridge, Ont.  
 L0C 1K0

**OPPORTUNITIES**  
**SECRETARY \$16K MARKHAM**  
 Your enthusiasm, good attitude, top typing skills, as well as good phone manner, will be all you need for this challenging position. Car an asset.  
**CALL GAIL**  
**491-9605**  
  
 We save you the search

A Markham publishing company requires an  
**ORDER DESK CLERK**  
 Duties will include coding orders and taking orders by telephone. For an appointment please call:  
**LOMA BAYLISS**  
 at 477-0030

**GENERAL BOOKKEEPER Required**  
 For small office. Looking for a person that is reliable and self-motivated. Experience not a prerequisite. Good opportunity for someone who has been absent from the work force and wants to re-enter. Reply in writing to:  
 Box 4129  
 Markham Economist & Sun  
 9 Heritage Rd.  
 Markham, L3P 1M3

**LEGAL SECRETARY**  
 Required for busy Markham Law office. Extensive experience in Real Estate a must. Full time, good salary and benefits.  
**294-7555**

**Secretary/ Administrative Assistant**  
 Progressive social science agency seeks an energetic Secretary/Administration Assistant.  
 This challenging position requires an individual who has word processing experience, enjoys responsibility and possess good organizational skills.  
 Send resume by May 1st, 1986, to:  
**Y.C.A.M.R.**  
 475 Edward Ave., Richmond Hill, Ont. L4C 5E5

**BOOKKEEPER/ COMPUTER**  
 Mature person with bookkeeping, computer and general office experience required to work in small busy office. Knowledge with LOTUS and WORDSTAR programs beneficial.  
 Call Sue or Sylvia  
**471-4312**

**Part Time TYPIST**  
 Required for variety of assignments 45-50 wpm.  
 Small office located in Markham. Hours may vary weekly, will average 20 hours per week. Flexible.  
**Denise**  
**491-5311**

**GENERAL INSURANCE**  
 Personal lines — person Friday required immediately, minimum 1 year experience preferred.  
 4 days per week.  
 Reply in writing stating salary required to:  
 Box 4132  
**MARKHAM ECONOMIST**  
 9 Heritage Rd.,  
 Markham  
 L3P 1M3

**ORDER DESK/ TYPIST**  
 Required for busy office. Knowledge of window coverings helpful, fast accurate typing a must.  
 Please call:  
**Mrs. Kovalou**  
**475-8235**  
 Shadex Corp.  
 121 McPherson Street  
 Markham.

**RECEPTIONIST/TYPIST**  
**WOODBINE/STEELES AREA**  
 5 days per week  
 8:45 a.m. - 1:45 p.m.  
 Knowledge of telex an asset.  
**Excellent Salary**  
**731-3133**

**DATA ENTRY OPERATOR**  
 Small busy computer consulting company in the Steeles/Woodbine area needs a data entry operator with minimum of three years experience.  
 For further details please phone:  
**Joanne**  
**475-7531**

**RECEPTIONIST/ TYPIST**  
 For Stouffville Real Estate Office, 2 evenings per week and Saturdays. Good typing essential. Submit resume to:  
**GERRY MEHARG LTD.**  
 357 Main St. W.,  
 Stouffville, Ont. L4A 2S7  
**640-3131**

**PERSON FRIDAY**  
 Seeking bright, enthusiastic Person Friday for growing small company.  
 Good secretarial skills, some credit experience and problem solving ability required.  
 Send resume to:  
**Jane Ashton**  
 Box 4130  
**Markham Economist & Sun**  
 9 Heritage Rd.  
 Markham, Ont.  
 L3P 1M3

**PART TIME OFFICE HELP**  
 For Small Mfg. Company  
 Good opportunity for someone who has been absent from the work force and wants to re-enter.  
 Typing is essential.  
 Reply in writing to:  
**Mr. Wright**  
 3401 McNicoll Ave.  
 Scarborough M1V 2V5

**RECEPTIONIST**  
 Will Train on word processing  
**Call**  
**475-6730**

**CLERK TYPISTS**  
 New business in Woodbine/Steeles area requires several clerk typists.  
**Ask For Marilyn**  
**477-9931**

**SECRETARY Required for LAW OFFICE**  
 In a non-smoking environment. No experience necessary. Willing to train. Short-hand an asset. Young person out of commercial course ideal.  
**477-5151**

**PART-TIME OFFICE MANAGER**  
 Needed  
 Possible full time opening as soon as 87, duties include, office management, arranging and following up a direct mail system, policy holder service.  
 Send resume to:  
**Paul Legere**  
 720 Tapscott Rd. Suite 101  
 Scarborough M1X 1C6