

Office Help

**BROKER  
PAYROLL CLERK**

Servall Transport Limited, a division of Kingsway Transport Limited, has an immediate opening for a broker payroll clerk in our Scarborough head office. Duties to include assistance in preparation of broker payroll, maintenance of information files, processing of benefit and union invoices. The applicants should possess at least a grade 12 education, 2-3 years accounts payable experience and a professional office manner. Interested parties, please send resume to:

DENNIS D. BALZER  
SERVALL TRANSPORT LIMITED  
401 Milner Avenue  
Scarborough, Ontario M1V 2V7

THE KINGSWAY GROUP OF COMPANIES  
No agencies please.

**SUPER MARKHAM  
OPPORTUNITIES  
JOIN THE DGS TEAM!!**

The continuous additions of new clients as well as servicing the needs of existing ones, generates a steady demand for temporary and permanent applicants for:

- Basic filing
- Various reception duties
- Typists
- Junior accounting clerks
- etc., etc., etc.

Don't hesitate to call and inquire as to the procedures involved in registering with DGS.

ALL WE ASK IS AN HOUR OF YOUR TIME  
Please call Karen Mugford  
491-9363  
2 Lansing Sq., Ste. 903



**CORPORATE SECRETARY**

Required to PERFORM SECRETARIAL DUTIES for HEAD OFFICE STAFF. CANDIDATE must be career minded, responsible and possess excellent typing/dicta phone skills. LOCATION: HWY. NO. 7 and WOODBINE. Send resume in confidence to:  
COUNTRY STYLE DONUTS  
8370 WOODBINE AVE.  
MARKHAM, ONTARIO  
L3R 4N7  
Attn: John Moore

**INTERMEDIATE  
TYPIST/  
WORD PROCESSOR**

Consulting firm located in Buttonville requires the services of a full-time, mature person with minimum grade 12. Excellent spelling and typing/word processing skills required. Knowledge of the MAI word processing system helpful but we are willing to train. Salary commensurate with experience. Please call for appointment between 10 am and 4 p.m.  
**477-8400**

**LEGAL  
SECRETARY**

Position Available  
Experienced in real estate.  
Phone:  
852-3367 or 640-7311

**LEGAL  
SECRETARY**

Wanted for Milliken Law office.  
Call Paul Gollom  
479-1900

**LEGAL  
SECRETARY**

Please reply in writing stating experience and salary required. Experience in real estate a positive asset.

CATTANACH, HINDSON,  
SUTTON & HALL  
52 Main St. North  
Markham L3P-1X5

**MEDICAL SECRETARY** — Fantastic job! Beautiful offices — meet movie stars & celebrities working for this famous plastic surgeon. Attractive appearance & good typing/dicta skills essential. Medical experience an asset. Salary NEG.  
**BILINGUAL CUST. SERVICE** — Good conversational french, pleasant telephone manner & accurate paperwork will secure this never-boring position. Woodbine/Steeles. Salary NEG.  
**CREDIT & COLLECTION** — Immediate opening for an exper. credit & collection person. Hwy. 7/LeSlie. Salary NEG.  
**TYPIST** — Accurate typing (50 w.p.m.) is needed for rapidly expanding Richmond Hill co. Good advancement opportunities.  
**RECEPTIONIST** — 4-5 mth. assignment starting July 14th. Prestigious co. requires an attractive & capable receptionist. Beautiful offices — Woodbine/16th Line. \$7/hr.  
Other permanent positions available. Evening appointments arranged.

**BROWNLEE PERSONNEL**  
Main St.-Markham  
**471-6060**

**RECEPTIONIST/BOOKKEEPER**

To trial balance for retail business. Apply to: Box 438, Stouffville. Stating experience and salary requirements. Experience necessary.

**OFFICE  
CO-ORDINATOR**

Warden-Steeles area  
High tech company has immediate opening for Office Co-ordinator. Accounts Receivable and Payable experience required plus general secretarial duties.  
**GEOTECH LTD.**  
**475-6999**

**OFFICE CO-ORDINATOR**

Required with good typing, mechanical aptitude, ability to work with minimum supervision. Ideal for recent high school graduate. Permanent position.  
**475-8385**

**OFFICE HELP**

Person required for general Secretarial duties. Applicant must have pleasant telephone manner, good typing and spelling. Word processor experience an asset. Full company benefits  
Call Dahlia Stewart  
**294-9405**

**PART TIME OFFICE HELPER**

Bilingual English/German. Aptitude for figures, pleasant telephone manner, minimum 4 hours daily in Markham office.  
**294-7880**

**PART TIME  
SECRETARY**

Approximately 1/2 time. Hours flexible. 2 to 3 years experience. Steelcase Road area.  
Please send resume to:  
T.T.S.  
123 Front St. W. #300  
Toronto, Ont.  
M5J 2M2

**SECRETARY/  
RECEPTIONIST**

Canadian Tel-A-Views, producer of the Markham Home Show, has an immediate opening for a mature, responsible individual to handle phones and basic office routine. Must possess good typing skills and phone manner, be well organized and willing to take initiative. Sales experience an asset. Interested applicants please call:

**SUE BLUNDELL**  
**477-2677**

**STEELES/  
VICTORIA PARK AREA**

Energetic Person Friday with aptitude for figures. Must be willing to do a variety of duties including typing (60 w.p.m.), photocopying and filing. Non-smoker.

CALL  
**MARLENE STACEY**  
**499-3600**

**WANTED  
WEEKEND  
OFFICE  
HELP**

Apply in Person  
Sunkist Fruit Market  
7155 Woodbine Avenue  
(At Steeles)  
Between 9 am — 5 pm

**RECEPTIONIST/  
ORDER DESK PERSON**

Required for the Markham area. Some typing needed.  
**475-6432**

Hospital, Medical, Dental

535

**RECEPTIONIST  
/TYPIST**

Location: Leslie 16th Avenue  
Please send resume and expected salary to:

Box 3254  
Station D  
Willowdale, Ont.  
M2R 3G6

**SECRETARY/  
GIRL FRIDAY**

For Computer Brokerage and Leasing Company  
Word Processing experience necessary. Some bookkeeping experience desirable. Salary commensurate with experience. Location: Woodbine/Steeles area, Markham.  
Call Lorraine  
**477-6926**

**RECEPTIONIST  
TYPIST**

A consulting firm in Buttonville will be requiring the services of a mature, well-groomed person to perform the duties of a receptionist on a full-time basis from mid-August.

Some typing and clerical duties will also be required. Minimum Grade 12.

Please call

**477-8400**

Between 10 am — 4 pm

**RECEPTIONIST**

3K Kitchens  
8 Heritage Road  
Markham

Some filing, typing.  
Hours 8 am — 5 pm.

**294-5660**

**RECEPTIONIST/BOOKKEEPER**

To trial balance for retail business. Apply to: Box 438, Stouffville. Stating experience and salary requirements. Experience necessary.

**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**

**RECEPTIONIST**

We require a skilled receptionist to handle an eleven line switchboard. Duties include filing, mail distribution and typing. Salary commensurate with experience. Phone:

**Rod Beaton**  
**294-0722**

Sales Help & Agents 530

**TELEPHONE SALES**

Experienced people required for vending and office coffee company. Work at home or in our office.

Mr. Wood at 475-5810

Hospital, Medical, Dental 535

**CERTIFIED  
DENTAL  
ASSISTANT**

Required  
Apply to Box 899  
Stouffville, Ont.

**DENTAL  
ASSISTANT**

Required for progressive Orthodontic Practice in Markham.

The special team member we are seeking should be friendly, caring and self-motivated. Must have good typing ability, X-Ray course or certification, and a car. Previous experience would be an asset.

We offer an enjoyable working atmosphere, a nice variety of duties and good benefits.

If you are our special person please call between 8:45 am and 4:45 pm.

**294-3080**

**Registered Nurses Coronary Care Unit**

York Central Hospital is a modern 316 bed, fully accredited community hospital, located north of Toronto. We require full-time and part-time nurses to join our 8 bed unit.

The successful applicants will have experience in the initiation of IV Therapy, Ven-puncture and be competent in arrhythmia interpretations.

2 years MED/SURG experience plus critical care courses required.

Qualified applicants are invited to apply to:

Human Resources,  
**York Central Hospital,**  
10 Trench St.,  
Richmond Hill, Ontario L4C 4Z3  
**883-2250**

