



Sales Order Desk

We seek someone with a minimum Grade 12 education to work on our Sales Order Desk.

You will have an easy familiarity with converting aluminum or other metal shapes into cost per kilo pricing and be fluent with metric/imperial conversion factors.

In addition, you will have a good telephone manner, an ability to handle difficult situations and be a good organizer.

In return we offer competitive salary, excellent fringe benefits and a good working environment.

For further information please submit resume to:

Derek Yates,
Personnel Manager,
Reynolds Extrusion Company,
500 Edward Ave., Richmond Hill,
Ontario L4C 4Y9

ORDER DESK

POSITION AVAILABLE

In busy sewing notions distributor.

Job function includes: telephone contact with clients, relief reception and general office duties. Contact:

Mrs. Shackleton
475-9330

SECURITY OFFICERS

required with car to work with and without guard dogs.

640-3624

Driver/ Warehouse Person

With Class "D" licence.

Required by Food Wholesaler based in Markham.

Wages negotiable depending upon experience.

Call Greg,

479-0818

TOWMOTOR OPERATOR

Night shift, Sun.—Thurs. 5 p.m. to 3 a.m., all benefits, good starting rate.

294-4608
Ask for Andrea

Skilled & Technical Help 515

DRIVER JOB TRAINING & PLACEMENT HELP

Is available from Rodgers School of Truck Driver Training Ltd. For career details call: (416) 769-3546 for literature.

LICENCED MECHANIC

required for
McArthur's Ford Ltd.
In Markham
Ford Dealership

Busy shop. Ford experience an asset, but willing to train ambitious person. Excellent benefit plan.

Call the Service Manager
294-5400

Office Help 525

RECEPTIONIST PART TIME

Required

For busy Real Estate Office

Hours 5 pm - 9 pm on Tuesday & Thursday—9 am - 5 pm, Saturday.

If you have a pleasant personality and can type 50 w.p.m. please call:

Marg MacIntyre
294-1372 Ext. 200



ALLSTATE INSURANCE

Temporary Part Time Clerks (Days)

We have immediate openings in our new Markham Head Office for temporary, part time clerks to work approximately 18 hours a week during the day. Hours and days will be flexible. These assignments are for a period of at least 2 months.

The successful applicants will be primarily responsible for taking accident reports over the telephone plus other miscellaneous duties.

A minimum of 2 years office experience is required.

Interested applicants please contact:

Janice Edwards
477-6900 Ext. 2109
Allstate Insurance Co.
of Canada

FULL TIME PERSON FRIDAY

Markham Location

Rapidly growing company, is looking for an enthusiastic personality to perform a variety of office tasks.

Position is demanding and will require genuine commitment, but has definite opportunity for advancement.

Call 477-3622

RECEPTIONIST

A medium sized, highly successful sheetfed printing company is conducting a search to fill the position of receptionist.

The selected individual must have good communication skills, project a superior telephone manner, be a self-starter and have the ability to work in a demanding position with a minimum of supervision.

The position is an entry level one involving a variety of duties including: typing, sales support activities as well as some administrative tasks.

Along with an excellent compensation package we offer the successful candidate the opportunity to grow with a progressive organization.

Replies should be in writing and addressed to:

DIRECTOR OF FINANCE AND ADMINISTRATION
JHF Productions Canada Limited
290 Ferrier Street
Markham, Ontario L3R 2Z5

SECRETARY

Requires individual for the regional sales department of a computer company. Individual must possess good organizational habits, pleasant telephone manner and proficient typing skills. Word processing experience would be an asset. This is a part time position with the potential of becoming full time status.

235 Hood Road
Markham, Ontario L3R 4N5
475-6060 Ext. 370
No Agencies Please

ACCOUNTS PAYABLE SUPERVISOR

A major record and tape retailer in the Woodbine/Steeles area has an immediate opening for an accounts payable supervisor. Previous supervisory and computerized accounts payable experience is essential. We offer a competitive starting salary and good company benefits. Send your resume and salary expectations to:

A & A RECORDS & TAPES
461 Alden Road, Unit 21
Markham, Ontario, L3R 3L4
Attention: Cathy Canavan Personnel Coordinator

STUDENT

Part-time office work
Typing required
Warden & Steeles
474-0260

SECRETARY- Expanding Markham company seeks mature person with good typing to handle varied duties, emphasis on customer correspondence, must be flexible and able to make own decisions. Lovely new office. Call Marg 482-2464, McLean and Assoc.

SALES PERSON

required
Full time inside Sales Person required for busy food distributor in the Woodbine/Steeles area. Pleasant telephone manner is essential. Please call:

475-6212
ext. 200

SALES SECRETARY required

Part-time, weekdays, from 1—8 p.m. for new homes sales site. Must be well groomed and able to deal with the public.

477-2231

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

FINANCIAL SECRETARY

An opening exists for an individual who enjoys applying their secretarial skills in the financial area of this well known transportation company located in the Highway #7 and McCowan Road area.

Reporting to the Corporate Controller and working with various members of the management team, you will become involved in a variety of assignments.

Previous experience in the financial area, an aptitude for figures, familiarity with word processing or the IBM PC, combined with shorthand or dicta, and excellent interpersonal and organizational skills are preferred.

Please forward your resume stating salary expectation to:

Corporate Controller
Travelways Ltd.
30 Heritage Rd.
Markham, Ontario
L3P 1M4

MARKETING SERVICES SECRETARY

We are a Sales/Marketing driven organization located in Markham and are presently trying to identify a highly organized Marketing Services Coordinator.

If you have had 2—4 years of secretarial experience in a Marketing or Advertising environment and have the technical, creative, intellectual and organizational skills required to coordinate our marketing projects across Canada we would like to meet you.

Your resume should be forwarded immediately as interviews will be conducted in July. Send to:

P.O. Box 4152
9 Heritage Road
Markham, Ontario
L3P 1M3



COSMETICIAN

Part-Time
Experience Required
Apply in Person to:
Shoppers Drug Mart
Markville Shopping Center
Markham, Ontario