

**BUSINESS ANALYST/
AND
R P G PROGRAMMERS**

Computer service firm requires a business analyst who is capable of developing systems and managing the implementation phase for new accounts. The person we need must have a background in system design and significant level of accounting knowledge. They should also have a proven ability to deal with users and co-ordinate all factors related to service offered. Salary will be commensurate with ability and experience. We also require programmers who have at least one year experience with R P G/DOS environment helpful.

Please reply in writing to:
COVER-ALL COMPUTER SERVICE LTD.
1645 Warden Avenue,
Scarborough, Ont. M1R 5B3
ATTENTION: J. Coverdale

Economist & Sun

Our Distribution Department has an immediate opening for a

**RECEPTIONIST
Part-Time**

The successful applicant must have a pleasant telephone manner, be able to work with minimum supervision and enjoy a variety of duties. Hours: Mon.—Thurs., 5 p.m.—8 p.m. and Saturday, 8 a.m.—12 noon.

For more information, and an interview, please contact:
294-8244
Jennifer Hutt
Distribution Manager

**PERMANENT
PART-TIME
CLERK/
TYPIST**

Approximately 20 hours weekly. Friendly office. Mature person preferred. Real Estate experience an asset.

Call: Susan Meadows
294-2533

**PERSON
FRIDAY**

To handle a variety of duties including: typing, answering phones, filing and taking orders over the phone.

**MARKHAM LOCATION
CALL JEANETTE
471-4312**



**ACCOUNTING
POSITION**

Experience in Real Estate and payroll a definite asset. Total computer environment. Salary negotiable with experience.

For more information call:
Sherry Rickard
294-2533

**RECEPTIONIST/
TYPIST**

\$5.50/hour. Own transportation required. Start immediately.

Ask for Gloria
477-7900

RECEPTIONIST

Required for Chiropractic office in Stouffville. Approximately 25-30 hours per week (days). Reply in writing to: The Tribune, Box 3547, 54 Main Street W., Stouffville, L0H 1L0.

**RECEPTIONIST/
GIRL FRIDAY**

Required by lively, growing publishing company in the Unionville area. Challenging full time position for a well organized and conscientious person. Variety of duties and able to handle pressure. Accurate typing needed. Car preferred. Please phone after 6 p.m.

294-9325

**STENOGRAPHER
CLERK TYPIST**

Accurate with figures. For construction office.
McNicoll/Victoria Park
Phone 497-2311

Portion Packaging, the plastics division of Consumers Glass Company, is a manufacturer of plastic containers for distribution to the North American and European markets. We have an opportunity at Keele and Hwy. 7 for a

Clerk/Receptionist

We are seeking a responsible person to act as our general office clerk and receptionist/switchboard operator. Reporting to the Office Supervisor, you will be required to type and process all purchase orders and receiving reports. A high school degree, 60 wpm typing and 2-3 years experience are required.

We offer a pleasant small office atmosphere with opportunity for advancement within the Consumers Glass family. A competitive salary and good benefits are available to the right candidate. Send resume to:
Employee Relations Manager



CONSUMERS GLASS
26 Tidmore Avenue
Newdale, Ontario M9W 5H4

**ROVING
RECEPTIONIST
Required
Full-Time**

For Progressive Orthodontic group practice. The special team member we are seeking must be mature, friendly, helpful and have a pleasant telephone voice. Good clerical skills are also required.

A car is a necessity. Dental office experience would be an asset. We offer an enjoyable atmosphere, a variety of duties and good benefits. If you are our special person please call between 8:45 a.m. and 4:45 p.m.

773-6161



**SUMMER HELP
CLERK/TYPIST**

Required immediately for real estate company executive offices.

Self confident, outgoing person with typing and some previous office experience, and willingness to learn. NON SMOKING OFFICE.

Call Carole Orr
294-1372
Ext. 271

LEGAL SECRETARY

Legal Secretary for 2 man, North York office. Real estate and civil litigation experience essential. Call Mr. Zupan or Mr. Krieger.
223-4015

**TYPIST/
OFFICE ASSISTANT**

Markham area company is looking for an ambitious individual with good typing skills, organizational ability and confident telephone manner.

Call:
Sue Baker
477-5600



**EXECUTIVE
SECRETARY**

For senior executive of Real Estate and Financial Services Company in Markham.

Must have 3-5 years experience, good shorthand, and top calibre typing. The ability to cope with a variety of situations and have good communications skills.

MUST BE NON-SMOKER.
Call Carol Orr 294-1372
FAMILY TRUST CORPORATION

**RECEPTIONIST
TYPIST/
PERSON FRIDAY**

Part-time. Required by small office in Warden/Steeles area. Knowledge of computer or word processor an asset.

475-8057

**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**

**SALES SECRETARY/
RECEPTIONIST**

Immediate opening in Sales Office. Accurate typing required for quotations and sales correspondence. Minimum 5 years office experience preferred.

Call Mrs. Bailey
449-0880

**LEGAL
SECRETARY**

required

Corporate/Commercial
Kennedy/ Steeles area
Call E. Bruce Soloman
479-1900

**RECEPTIONIST
/TYPIST**

Required by medium size consulting engineering company in Leslie/Hwy. #7 area. Good command of the English language and pleasant telephone manner. Company benefits.

731-8674

**Receptionist/
Junior
Secretary**

Progressive manufacturing/distribution company. Markham/Richmond Hill area. Duties include word processing, accounts payable, general office functions. Good company benefit plan - opportunity for the right person.

764-1500

Busy office requires

**Receptionist
Secretary**

Accurate typing, dicta.

Willingness to work in busy atmosphere.

8:30 to 5 p.m., 5 days weekly.

498-6870

RECEPTIONIST

Part-time for busy Doctor's office. Typing essential. Markham/Unionville area. Reply to:

Box 4157
Markham Economist & Sun
9 Heritage Rd.
Markham, Ontario
L3P 1M3

**LEGAL
SECRETARY**

To assume responsibility for general practice. Full-time. Don Valley Parkway & Steeles. Call:

**475-0550 or
465-8305**

**Carmen Di Paola
Real Estate Ltd.**

In response to the exceptional growth within the suburban, commercial/industrial real estate market we are currently searching for a select group of highly motivated individuals to complete our sales and leasing division.

You must possess an Ontario Real Estate License have a burning desire for a higher than average annual income, and have the energy and skills to achieve this goal. If your like to be a part of this team, please call for a personal appointment:

Peter Fitzsimonds
475-1441

**EXPERIENCED
SALES HELP**

Required immediately for local Garden Center. Knowledge of nursery stock essential. Apply to:

John Irvine
Sheridan Nursery
4077 Hwy. #7
Unionville