

C.I.A. CLERK

Canada's largest and most successful safety equipment company is re-locating its Head Office to Richmond Hill, effective on August 25.

As a Cyclical Inventory Clerk, you will be active in inventory control, trends analysis and recommending changes.

As a successful candidate, you will have one to two years of general business background, with experience of inventory control in an auditing environment.

To be a member of our dynamic National Operations team, contact:



Recruiter-Personnel
SAFETY SUPPLY CANADA
214 King Street East
Toronto, Ontario M5A 1J8



SAFETY SUPPLY
CANADA

SALES CO-ORDINATOR

Required by busy electronics firm.

Lots of personal interaction with sales force and customers. Order desk experience and some exposure to computers. Own transportation required.

Call Maria
292-1444

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.

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

ACCOUNTS RECEIVABLE/ CREDIT & COLLECTIONS

Immediate opening available in the Hwy 7/ Woodbine Ave. area for a person with experience in computerized and one-rite system, credit and collections and with good secretarial skills. Previous experience in cosmetic industry an asset. Excellent benefits.

To arrange an appointment, call:

CONAIR CONSUMER
PRODUCTS INC.
Mr. D. DIMAANO
479-1016



PURCHASING CLERK

This is a term position
from
Aug. 1st-Dec. 31st

Candidates must have expediting experience and ability to work on an automated purchasing records system.

475-8048

SECRETARY/ RECEPTIONIST

Required for progressive ad agency. Friendly environment. Must be energetic, outgoing, able to work under pressure. Accurate typing. Salary commensurate with experience. Woodbine/Steeles.

475-3181

Switchboard Operator Required

For busy real estate office. Accurate typing and good organizational skills required. Good salary for right applicant.

Call
Sue Meadows
294-2533

MANUFACTURER IN MARKHAM

Has Junior position available for person to work as assistant to executive secretary.

Must be accurate typist, word processing experience an asset but not essential, non-smoker preferred, fringe benefits.

Apply in person at:

C & M PRODUCTS LTD.
189 Bullock Drive
Markham

PERSON FRIDAY/ SECRETARY

Bright, energetic self starter required to work in small office environment in Markham.

This position involves: accounts receivable, customer relations and general office duties.

Please send resume to:

2651 John St. West
Unit #2
Markham L3R 2W5
or
Please call
477-4122

PERSON FRIDAY

part-time

Insurance office in Unionville requires a Person Friday for 3 or 4 days per week on a regular basis. Insurance background preferred.

Call Dave Wilson
477-5000

POSITIONS AVAILABLE IMMEDIATELY

Positions available part-time and full time, setting appointments by phone.

No experience required. Hourly wages plus bonus.

Call Ext. 15
731-8000

SECRETARY/ RECEPTIONIST

Required immediately by a small computer firm to handle reception area and general office duties. Pleasant telephone manner a must, knowledge of work processing an asset.

For appointment call:
475-6750

RECEPTIONIST/ TYPIST

Required for a small manufacturing company in the Steeles and Woodbine area.

Must be fluent in English.

Good spelling is essential.

Call
475-6984

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

SECRETARY/ RECEPTIONIST

For Legal Office

Good typing and shorthand skills and pleasant telephone manner required. Word processing experience would be an asset.

Contact
ERIC R. BUTTON
640-3530

RECEPTIONIST

Duties to look after showroom, sales and general office duties.

Must be neat, prompt and a self-starter.

Call June at
475-8181

RECEPTIONIST/ TYPIST

Experience an asset but willing to train.

Salary plus benefits.

Call
Jackie Peck
477-6757
WARDEN/STEELES AREA

SECRETARY

For amateur sports headquarters. Minimum of 55 wpm, word processing an asset. Friendly environment, excellent benefits.

Apply to
ONTARIO SPORTS CENTRE
SHEPPARD AND LESLIE
495-4015

ADMINISTRATIVE ASSISTANT

A young aggressive growing company needs an Administrative Assistant. Experience in general office duties with good typing and telephone skills a must.

The ideal candidate must be well groomed and detailed oriented.

If interested in a good future:

Call Christine on
Tuesday 10 am-12 noon
and Thursday 10 am-12 noon
499-8449

BOOKKEEPER

Full Time

Required immediately for a Unionville store.

Basic bookkeeping duties, bank deposits, filing, etc.

Experience necessary.

Apply in person to:

The Manager
WHITE ROSE
CRAFT & NURSERY LTD.
4038 Hwy #7
Unionville

CONSULTING FIRM

Needs Clerk/Typist

With word processing, three days per week. 404 and Sheppard area.
Call:

491-2218

FAST GROWING CANADIAN SUBSIDIARY

Of a world leading home products manufacturer has a position available for a:

• French Bilingual accounts receivable/credit clerk

5 years experience in general accounting, collections, order and credit approval. Excellent skills in communication, calculator and computer input.

Send resume and handwritten letter to:

GROSFILLEX INC.
465 Milner Avenue
Scarboro
M1B 2K4

SALES SECRETARY

Olivetti Canada Limited currently requires a Sales Secretary to work in our E.D.P. Division. The responsibilities of the position will include marketing and sales support for 2 Sales managers and 6 Account managers. This will involve typing proposals and correspondence, answering phones and general office duties.

The successful candidate will have excellent telephone skills, typing (60 w.p.m.), and word processing. Secretarial experience in a sales environment is a definite asset.

Interested applicants are invited to call or submit a resume to:

Michele Murgel
Personnel Coordinator
Olivetti Canada Limited
3190 Steeles Ave. E.
Markham, L3R 1G9
416-477-8250 Ext. 275

TYPING, good telephone voice and general clerical work required. Warden/Steeles area. 475-8232.