



**MAIL CLERK**  
Our Markham client, located in the Woodbine/Hwy. 7 area has an immediate opening for a high energy individual. Car an asset.  
Call Linda or Peggy  
492-8502

**Switchboard Operator Required**  
For busy real estate office on weekends. Accurate typing and good organizational skills required. Good salary for right applicant.  
Call  
Sue Meadows  
**294-2533**

**EXPERIENCED ACCOUNTS PAYABLE CLERK**  
Required by leading cosmetic company relocating to Woodbine and Hwy #7.  
Salary commensurate with experience, good benefits package. Manual and computerized skills needed.  
For an interview call:  
SENORA COSMETICS  
Laura Blatchins  
**479-3444**

**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

**JUNIOR ACCOUNTING CLERK**  
Responsible to assist with accounts payable, input of invoices, filing, some typing. Knowledge of computers helpful.  
Please call  
Dwayne Knight  
Family Trust  
Corporation Realtor  
**294-1372**

**RECEPTIONIST/ TYPIST**  
Experience an asset but willing to train.  
Salary plus benefits.  
Call  
Jackie Peck  
**477-6757**  
WARDEN/STEELES AREA

**CUSTOMER SERVICE REP.**  
Position available in our customer service dept. Candidate should be a self-starter with good writing and organizational skills and a good telephone manner. Prefer experience. Full time seasonal.  
JR. SECRETARY/ RECEPTIONIST  
Full time position in our McNicoll office. If you enjoy a fast-paced atmosphere with a variety of duties and possess word processing and communication skills, we may have the opportunity you have been seeking.  
**492-4000**

TYPING, good telephone voice and general clerical work required. Warden/Steeles area. 475-8232.  
**BOOKKEEPER**  
For accounting and general office duties. Experienced in graphic arts industry.  
Woodbine/Steeles area. Required immediately.  
Ask for Cecile  
**479-3111**

**LEGAL SECRETARY**  
Experience in real estate and litigation an asset. Salary commensurate with experience. Woodbine/Steeles area.  
Simmons Associates  
**474-0361**

**GENERAL OFFICE CLERK**  
To help in receiving and dispatching service calls, filing, good organizational and communication skills, will train, company benefits.  
WOODBINE/HWY #7 AREA  
Ask for Nick  
**499-8877**

**JOBS, JOBS, JOBS**  
TO \$23K TOP NOTCH EXECUTIVE SECRETARY— Your flair for organization and desire for responsibility will pay off for you as secretary to this industrious, energetic President. This newly created position allows you to assert a certain degree of independence. You will be this individual's right arm! A fast moving position for the person who thrives on challenge. Markham. Excellent benefits. Join this friendly team today.  
\$13K NEED A START? That all important 1st job is waiting for you to assist in this congenial office and take care of the overflow typing, phones & filing. Computer training provided. A little experience and a lot of enthusiasm is all that is needed to start. Good benefits. Warden-Steeles.  
\$18K WORD PROCESSING SECRETARY - You have hands on word processing skills coupled with a secretarial background. You will enjoy this intermediate position as secretary to the Merchandising Manager of this large progressive company located in the Don Mills Area. Excellent benefits.  
\$13-14K INVENTORY CLERK TYPIST - Here's a chance for the accurate typist with a good figure aptitude and an enthusiastic, outgoing nature to become totally involved in this entry level position. Lots of scope for growth. Markham.  
\$13-15K WAREHOUSE STAFF - Our client, a growing consumer related company requires Pickers/Packers for their expanding warehouse division. Good benefits. Richmond Hill.  
FAIRVIEW SCARBORO  
1800 Sheppard Ave. E. 100 Concession  
(Sheppard/Don Mills) 3rd Floor  
493-6880 296-0952

**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**

**ACCOUNTS RECEIVABLE**  
Experienced  
Person required to handle collections and reconciliations of all accounts receivable at a busy trading company in Markham.  
To apply please call:  
**474-0101**

**LEGAL SECRETARY**  
Experience in real estate and litigation an asset. Salary commensurate with experience. Woodbine/Steeles area.  
Simmons Associates  
**474-0361**

**LEGAL SECRETARY**  
Full/part time. Experienced preferred. Shorthand, dicta and excellent typing skills essential.  
Woodbine/Steeles area  
**474-1717**  
(Mr. Udell)

**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**  
A small company in the Steeles & Woodbine area requires a Receptionist/Clerical assistant.  
The successful candidate will have grade 12, good telephone manner, typing and office skills.  
Please call  
**475-6380**

**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**

**ALLSTATE INSURANCE**  
FULL TIME JOB OPPORTUNITIES  
We have entry level clerical positions available in our new Markham Head Office.  
Qualified candidates should have:  
• High School Diploma  
• Minimum typing speed of 35 w.p.m.  
Allstate can offer competitive salaries, a full range of company benefits including profit sharing, plus opportunities for future advancement.  
Interested applicants please call:  
Janice  
477-6900 Ext. 2110  
Allstate Insurance  
Company of Canada

**OFFICE HELP**  
Good telephone voice. Accurate typing and general clerical work required. Warden/Steeles area.  
Call:  
**475-8232**

**SECRETARY/ RECEPTIONIST**  
Required by O.E. Inc. Furniture Division.  
Good typing skills and pleasant telephone manner.  
Denison/Woodbine Area  
Call Dorothy Tennyson  
491-9330 Ext. 211

**RECEPTIONIST**  
With good typing skills, advancement potential.  
Debbie or Barb.  
**474-1717**

**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

**COMPUTER OPERATOR ASSISTANT**  
Distributor of lawn garden products in the Warden/Steeles area requires person to assist computer operator.  
Duties will include inputting of sales contracts, maintenance of receivable accounts and general inputting duties.  
Some keyboard experience an asset. On the job training will be offered.  
Turf Care  
Products Limited  
David Darch  
**275-0988**

**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**

**SECRETARY/ OFFICE ASSISTANT**  
A local marketing and advertising company requires the services of a Secretary/Office Assistant.  
The position would involve general secretarial work: word processing, filing, telephone answering, etc. In addition the position would require extensive use of a computer.  
For further information please call:  
**471-1289**  
or send resume to:  
PharmaCommunications Ltd.  
P.O. Box 123  
Markham, Ontario  
L3P 3J5

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**SEAWAY POOLS MARKHAM LTD. FULL TIME POSITION**  
Due to our rapid growth in the Markham area we are currently seeking a self-motivated individual to assume our everyday responsibilities. Duties will include purchasing, customer relations, inquiries, quotations, inventory showroom merchandising, and other functions. Must be able to work with minimum supervision. Salary will be commensurate with qualifications and experience. Please apply in confidence to:  
Gary Walters  
**294-8030**

**GENERAL OFFICE CLERK**  
With good typing skills. Various office duties for four person office in the Hwy. #7 and Leslie area.  
For an interview please call:  
**731-2415**

**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**

**RECEPTIONIST/ TYPIST**  
Required by O.E. Inc. Furniture Division.  
Good typing skills and pleasant telephone manner.  
Denison/Woodbine Area  
Call Dorothy Tennyson  
491-9330 Ext. 211

**SALES PROFESSIONALS**  
Required for our growing chain of 50 fine jewellery stores.  
We want people in sales positions now who want to become:  
PROFESSIONAL JEWELLERY SALES PEOPLE  
With  
MANAGEMENT OPPORTUNITIES  
Apply in person with resume  
O.BALLAN  
Markville Centre  
122-5000 Highway #7 East  
Markham, Ontario  
L8R 4M9  
(416) 477-6400

**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

**JUNIOR SECRETARY**  
Immediate opportunity awaits an individual who enjoys applying their secretarial skills in the accounting area. Reporting to corporate controller and working with various personnel. You will become involved with a variety of assignments.  
An aptitude for figures, familiarity with word processing combined with shorthand or dicta. Excellent interpersonal and organizational skills are required. Salary \$15K.  
Location is Hwy. #7 & McCowan area.  
Please forward resume to:  
Corporate Controller  
Travelways Ltd.  
30 Heritage Road  
Markham  
L3P 1M4

**Sale Help**  
For direct sales of Imported European Ladies fashions.  
Salary plus commission.  
\$2000. per month.  
Euro Imports Canada  
**479-2981**

**ELEVEN JOSEPH Fashions ... Shoes Too**  
Do you have  
• A Love of Fashion  
• A warm caring personality  
• An interest in people  
We offer  
• An opportunity to learn the fashion business from the ground up.  
• The support of a team dedicated to providing the best service in town.  
• An active and exciting work environment.  
• Opportunity for advancement.  
Interested  
Why not drop in at our Main Street store for a personal and confidential interview.

**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**