

Office Help

ACCOUNTS RECEIVABLE COLLECTOR

Olivetti Canada Limited currently requires an Accounts Receivable Collector. The responsibilities of the position will include: telephone solicitation, reconciling accounts and cheque applications.

The successful candidate will have two years collection experience and accurate typing skills (50 w.p.m.).

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

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

MAIN ST. UNIONVILLE

We require a mature individual with a pleasant telephone manner who enjoys a small office environment. Duties would include telephone, reception, and assisting with clerical duties. Preference will be given to those with bookkeeping or figure related background and would be most desirable to individuals wishing to re-enter the work force. Please send details in confidence, of your work experience and salary requirements to

Box 4165
Markham Economist and Sun
9 Heritage Rd.
Markham, Ontario
L3P 1M3

RECEPTIONIST

For busy office in Woodbine & 404 area. Must be experienced and have typing skills.

Please send reply with resume and expected salary to:

Box 4171
Markham Economist & Sun
9 Heritage Road
Markham, Ont.
L3P 1M3

Clerk/Typist

York Central Hospital requires an experienced Clerk/Typist-Receptionist to join our busy Human Resources Department.

The successful applicant will have good communication and interpersonal skills, 50 wpm. typing and previous personnel experience.

Qualified applicants are invited to apply to:



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

883-2250

FREE LANCE OPPORTUNITY

Small, enjoyable setting for personable individual with good typing and bookkeeping background. Computerized environment. Per Diem rate to start \$8.00 per hour.

Working conditions offer flexibility and technical training.

Send resume to:
27 Whales Ave.
Markham, Ontario
L3P 2C4

PART TIME REAL ESTATE RECEPTIONIST/TYPIST

with flexible hours. Vantage 48 switchboard. Typing 50 w.p.m. Call W. Steiling 438-1020
Royal LePage Real Estate Services Ltd.
898 Markham Rd.
Scarborough

Maternity leave opening start Sept. 15 to Jan. 19, 1987 for GIRL FRIDAY varied duties mainly reception and office routine. Victoria Park and Steeles area. Call: 499-7333

OFFICE CLERK

Required for filing and general office duties in an insurance brokers office.
Reply to
Rod Beaton
294-0722

RAPIDLY EXPANDING BUSINESS Requires

Bright, conscientious person, preferably with some bookkeeping experience to work in accounting department. Call:

294-3700

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

Secretary, mature, responsible required for small consulting engineering firm in Steeles & 404 area.

Experience with I.B.M. PC multimate w.p. software. Bookkeeping experience an asset.

Non-smoker preferred. 60 plus w.p.m. with 2 year experience.

477-8793

SECRETARY REQUIRED

Within a well established stationary manufacturing distribution centre. Self-motivated person capable of doing a multitude of jobs. Typing 55 to 60 wp.m. Woodbine & Steelcase area. Call:

475-5566

Between 9:00 a.m. and 12 p.m.
Ask for Brenda

WANTED PART-TIME SECRETARY

4 hours per day, flexible time. Apply in person to:
Young Chang Canada Corp.
5240 Finch Ave. E., Unit #7
Thursday Sept. 11 - Wednesday Sept. 17
Between the hours of 9 a.m. and 4 p.m.

CLERICAL WORK

Running errands, must be able to drive a car. Must also be mature and responsible. Part-time.

CALL: 298-3333

RECEPTIONIST

Required immediately in the Steeles and Woodbine area. Responsible person with good telephone manner. Typing necessary. Contact:

Natalie Woods
475-6800

OFFICE CLERK

We need a flexible Girl Friday to work full time. Who enjoys variety. Applicants should have good typing and be willing to help in different departments and on computer as required.

Exposure to computer and general office experience required.

Call 475-3637

Or apply in person to
3415 14th Ave.
Near Alden and Hood Rd.

PERMANENT PART TIME SECRETARY REQUIRED

For busy real estate office. Hours 1:00 - 5:00 pm, Monday - Friday

ALSO

Temporary part time secretary required until November. Mon, Wed., Fri. 5:00 pm - 9:00 pm. Sunday 10:00 am - 4:00 pm.

For appointment please contact:

Marg MacIntyre
294-1372 Ext. 200

Part Time OFFICE CLERK

Required for general office duties, typing and data entry.

Markville Mall area. Contact:

Mrs. Hill
294-3934

Real Estate Appraisal Secretary

We require an efficient, responsible individual for a full-time position immediately.

The candidate must have a pleasant professional telephone manner, as well as accurate typing skills. Some dicta typing is required.

Qualifications: Typing proficiency, congenial personality, capable of working on own initiative. Recent references required.

Salary commensurate with experience. Real Estate office experience an asset.

Benefit package. Own transportation. Warden-Steeles-Denison area.

886-0302

RECEPTIONIST /TYPIST

Required by

Corporate Communication company. Experience necessary. Bookkeeping skills an asset.

479-2582

LEGAL SECRETARY

Real Estate

Minimum 2 years experience. Woodbine/Steeles area. Call:

Debbie
474-1717

LEGAL SECRETARY

For sole practitioner's office in Unionville area. Concentrating in corporate/commercial.

Word processing skills required. Salary commensurate with experience.

477-2263

INVOICE/ TYPIST

Required immediately. Must have accurate typing (50 w.p.m.). Beaver Creek area (Leslie & Hwy #7). Call:

731-6980

INVOICE CLERK

Data entry experience, must speak clean fluent English. Typing speed minimum, 40 w.p.m. Call:

Mrs. Matarazzo
475-0523

Junior Secretary

Required for the Head Office, Personnel Department, of a large retail drug store chain located at Keele-Hwy. No. 7.

Candidates should have good typing skills and shorthand ability.

For more information please call E. McGrail,

669-4900



Experienced TYPIST

Required

30 hours/week. Aggressive career oriented individuals may apply at:

Bank of Nova Scotia
Bathurst and Dewlane
Attention: Bill Barrett

SECRETARY REQUIRED

Mature, person, with payroll experience. Must have own car. Woodbine & Steeles area.

475-6192

WORD PROCESSING

Part time word processor/typist required up to 20 hours per week. I.B.M./Word Perfect an asset.

Reply to
Rod Beaton
294-0722

CUSTOMER SERVICE/SECRETARY

Import Company. Correspondence, telex and general office duties. Good telephone manner required for order desk and customer service. Send resume and salary expected to:

Comstar Trading Co. Ltd.
17 Wigmore Dr. Toronto, M4A 3E4
751-4309

PLUMROSE INC.

has an opening for an energetic RECEPTIONIST/TYPIST in a challenging international environment your style? And do you meet the following criteria:

- good interpersonal and communication abilities
- flexibility of tasks
- excellent typing skills

For immediate consideration contact: MR. M. RIVIC and convince him that he should see you for an interview.
10 Melford Dr., Scarborough
298-8770

ACCOUNTS PAYABLE CLERK

With an aptitude for figures required for expanding company. Salary commensurate with experience. Good company fringe benefits.

Apply in person to
WHITE ROSE CRAFTS & NURSERY SALES LTD.
4038 Hwy. #7
Unionville, Ont.

JUNIOR CLERK PURCHASING & TRAFFIC

We require an energetic self-starter to join our busy Head Office Purchasing & Traffic Department. Typical duties include: typing, filing, following up on shipments and routine clerical work. This is an entry level position and on-the-job training will be provided to the right candidate. We're looking for a Grade 12 graduate with accurate typing skills. Salary, benefits, on-site Fitness Facilities and a 35 hour work week make up compensation package.

Send your resume to:

HUMAN RESOURCES DEPARTMENT
CANADA COLORS & CHEMICALS LTD.
80 Scarsdale Road
Don Mills, Ontario M3B 2R7
NO AGENCIES PLEASE

RECEPTIONIST/TYPIST PERMANENT PART-TIME

1:30-6 p.m. or 2 p.m.-6 p.m.
(Hours negotiable)

Required immediately for a Printing Company in the Victoria Park/Steeles area. The candidate must have a pleasant telephone manner and accurate typing.

This permanent position offers competitive starting salary plus excellent company paid benefits. For an appointment call:

493-1300

SWITCHBOARD/TYPIST

For small advertising company. Must have good telephone manner and typing skills. Full time position. 9 a.m.-4:30 p.m. Pleasant working environment.

York Mills/Don Mills area
444-5237

JR. SECRETARY

For sales department. Must have good communicational skills and type 55 wpm. Good company benefits. Contact:

Mrs. Lavery
291-4211
NORMAN WADE CO. LTD.
(McCowan/401)

JR. COLLECTOR/ TRAINEE

Company located in Markham Rd. and 401 area has immediate opening for trainee in the Collection Dept. For appointment call:

Mr. Dennis
291-2113

RECEPTIONIST TYPIST required

For home improvement company. Markham area.

475-5460
8:00 - 5:00



RECEPTIONIST

Required for busy real estate company. Part time position, evenings and weekends.

Call Tracy
471-4800

CLERK

General office duties, pleasant telephone manner, insurance background an asset.

299-8456

LEGAL SECRETARY

Experienced for Scarborough general practice. Full or part time. Dicta, shorthand.

267-1148

SUN LIFE

Requires secretary for busy sales office. Experience preferred. Send resume to:

245 Fairview Mall Dr.
Willowdale, M2J 4T1

CLERK-TYPIST

Seasonal full-time, involve typing, accurate with figures, small office, pleasant working conditions. Warden/Lawrence area.

757-3691

ORDER DESK

McBee Company, location Sheppard/McCowan, part time afternoons 1-5 p.m. Applicant must be self-starter. Typing 50 w.p.m. Duties include order filing & general office duties. For an appointment please call Mrs. Phyllis Williams.

293-7886