

Office Help

ACCOUNTS PAYABLE

P.O.I. Business Interiors, a leader in design and suppliers of office interiors, has an intermediate position available for an experienced payable clerk on a computerized system. Some other accounting duties are associated with this position. In addition to a prestige work environment, we offer a competitive salary along with an attractive benefit package.

Please forward your resume in confidence to:

Accounting Manager
P.O.I. BUSINESS INTERIORS
120 Valleywood Drive
Markham, Ontario
L3R 6A7

ORDER ENTRY

One of Canada's largest office furniture dealers is looking for a bright, intelligent, ambitious person with a minimum of 2 years experience in the office furniture industry.

Duties include: processing of incoming orders, dealing efficiently with a large sales force and suppliers, internally communicating with other departments. Training provided, excellent company benefits, good opportunity for advancement.

Please submit resume to
P.O.I. BUSINESS INTERIORS
120 Valleywood Drive
Markham, Ontario
L3R 6A7

WE ARE A LEADING CANADIAN MANUFACTURER OF AUTOMOTIVE PARTS. DUE TO GROWTH AND EXPANSION OUR UXBRIDGE LOCATION IS SEEKING THE FOLLOWING PERSONNEL:

ASSEMBLERS/OPERATORS

Small parts assembly experience preferred

SETUP PERSON

Experience in punch press, wire cutting and injection moulding required.

MATERIAL HANDLER

Fork lift and stock room experience required.

We offer excellent company benefits and competitive wage.

Please apply in person to:

DOMINION AUTOMOTIVE INDUSTRIES INC.
141 Reach Street,
Uxbridge, Ont. L0C 1K0

RECEPTIONIST/ TYPIST

Experience an asset but willing to train.

Salary plus benefits.

Call
Jackie Peck
477-6757

WARDEN/STEELES AREA

RECEPTIONIST

Required for full or part time position in an Environmental Consulting Firm. Located in Willowdale varied duties require good command of English, typing and some accounting assistance. An opportunity exists for training in word processing.

Please call or send resume:

499-5030

Pat McConomy
SENES CONSULTANTS LTD.
499 McNicoll Avenue
Willowdale
M2H 2C9

LEGAL SECRETARY

Kennedy & Steeles
Experienced

Call Carole
479-1900

PART TIME RECEPTIONIST

Alternate evenings Monday-Friday, 5-10 p.m.

Duties include: answering phones for arena, hall, fitness center and pool. Some clerical and record keeping. Must type minimum 55 (w.p.m.).

Apply in person from 9 a.m. - 5 p.m., Monday-Friday.

MARKHAM CENTENNIAL
CENTRE
8600 McCowan Rd.
(North of Markville Mall)

MAI Canada, a recognized leader and supplier of small to medium-sized business computers, has an attractive opportunity available for an

Intermediate Data Entry Operator

Reporting to the EDP Coordinator, you will be responsible for keying data into a video display terminal from source documents. Your primary objective will be to ensure continuity of service for on-line applications and efficient production of reports and other data.

As an ideal candidate, your status as a high school graduate is complemented by training in data entry on video display terminals and 1-2 years' pertinent experience using a variety of source documents within an accounting environment.

We offer a comprehensive benefits program, competitive compensation, ongoing training and excellent career prospects. If you are qualified and capable of working under minimum supervision, please forward your confidential resume, with salary requirements to:



MAI Canada Ltd
Dept. DE0
120 Amber Street
Markham, Ontario
L3R 3A3
A Bell Atlantic Company
An equal opportunity employer



MARKHAM
full & part-time

COOKS REQUIRED

- Salary commensurate with experience
- Experience preferred but we will train the right individual
- Apply to our location on Hwy. #7

just east of McCowan Rd.

294-8522

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 REQUIRED

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

475-6192

GENERAL OFFICE HELP

We are looking for a person with:

- Good people skills
- An interest and knowledge in accounting
- Willing to share general office jobs of typing, filing, telephone, etc. in a small office environment

Reply to
Box 4174
Markham Economist & Sun
9 Heritage Road
Markham, Ontario
L3P 1M3

SECRETARY

Warden/Steeles area

Medium size Engineering/Manufacturing firm offers varied responsibilities including: typing (60 w.p.m.), reception, phone, travel arrangements, etc.

Previous experience necessary.

Send resume including salary requirements to:

Box 4178
Markham Economist & Sun
9 Heritage Road
Markham, Ontario
L3P 1M3



FULL TIME Warden/Steeles

A.C. Neilson has the following positions:

CLERK

To handle detail work (sometimes under pressure). Candidate should possess good computer terminal skills, aptitude for detail and figures.

SECRETARY

At least one year previous office experience to assume a variety of duties. Excellent typing skills, good proof reading and good communication skills.

A.C. Neilson
160 McNabb St.
Markham, Ontario

Clerk Typist

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 knowledge of shorthand helpful.

Competitive salary and excellent company benefits.

For more information please call E. McGrail,

669-4900

CLERK TYPIST

Required for Sales Division of Markham publisher. Duties include: good telephone manner, customer relations and clerical duties. 4 day week.

Contact: R. Harrington
477-0030

INTERMEDIATE CLERK

Richmond Hill firm
Requires a mature individual with outgoing, pleasant personality. 2-3 years previous experience in operation of a computer terminal, ability to talk to customers, write letters, calculate costs and prices for billing purposes. Salary negotiable with experience.

For interview contact:
Cameron Craig
881-9926

BOOKKEEPER

General office duties, experienced, full-time.

McCowan and #7

471-5353