

**EXPERIENCED SECRETARY/RECEPTIONIST**

Part time. 9 a.m. — 2 p.m., Monday - Friday with possibility of full time.

Ask for Anthony or Phyllis  
**477-8970**

**FLEXIBLE DAYTIME HOURS**

We are looking for an individual with a pleasant telephone manner who enjoys a small office environment to act as **PART TIME RECEPTIONIST/TYPIST**. (Warden/Steeles area).

Preference will be given to anyone who is not intimidated by the prospect of working with a computer, although experience is not a requirement. Full training will be given.

May be suitable for individual wishing to return to the work force.

**475-8057**

**SEARS**

SEARS WARDEN & EGLINTON

requires  
**PART TIME CREDIT PERSONNEL**

Applicants must be available days as well as evenings and Saturdays. Must have pleasant telephone manner. Typing skills an asset.

Please apply in person  
Personnel Office  
800 Warden Avenue  
Scarborough, Ont.  
Mon - Fri  
9 am - 3 pm

**TRIDEL**

Unionville condominium site requires **Receptionist/Typist**.

Previous office experience a plus. Pleasant telephone manner and accurate typing skills.

Monday - Thursday from 2-8.  
Friday from 2-6.

Call for an interview

**479-1240**

**RECEPTIONIST/TYPIST**

Progressive company relocating to Hwy. #404 & #7 requires a Receptionist/Typing for brand new head office. Accurate typing, neat appearance, ideal for someone returning to work.

Send resume with salary requirements to:

IRWIN INDUSTRIAL  
122 Howden Road  
Scarborough  
M1R 3E4  
**NO PHONE CALLS!**

**WAREHOUSE OFFICE PERSON**

Full time position with full benefits.

Challenging position for person with general office experience.

Apply in person to:

Ron MacLean  
4038 Hwy #7  
Unionville

**PART TIME SECRETARY/RECEPTIONIST EVENINGS & SATURDAYS**

To perform an interesting variety of duties including: reception, typing, telephone and customer relations for local office of a National Trust Company.

An opportunity to join a pleasant, friendly team in comfortable surroundings.

Good starting salary and desirable working conditions including attractive fringe benefits.

Apply at  
Eaton's Markville  
Or Call

**479-1922**

**E A T O N ' S**

**PART TIME HELP WANTED**

Immediate opening for clerical worker in busy office. Bookkeeping experience an asset.

Located on T.J.C. route in Markham area. Non-smoker preferred.

**475-1400**

**RECEPTIONIST**

Wanted for expanding company in Markham. Typing and transportation required. Call:

**477-7865**



**RECEPTIONIST SECRETARY**

required for  
Markham Real Estate Office  
Permanent/Part-Time Position for some evenings and Saturdays. Good typing and switchboard skills a must.  
Call Mrs. Russell  
**471-4900**

**WHY ARE YOU READING WANT ADS?**

- Are you new to this area?
- Are you returning to the workforce?
- Are you curious about how an agency works?
- Are you interested in earning top \$\$'s for your skills?

We at DGS are trained to "tell it like it is." No false promises — just a sincere effort to match you and your skills to the positions currently available in the area you choose to work in. We have immediate temporary and permanent openings for:

- Secretaries - Junior and Intermediate
- Dictas
- Typists
- Receptionists
- Word Processors
- Light Industrial Workers

Don't hesitate — call today.  
Karen Muford, 491-9363, 2 Lansing Sq., Ste. 903.  
"Ask about our bonus plan."



**PART TIME PERSON FRIDAY**

Our busy client at Leslie/Hwy. #7 needs someone who is willing to pitch in and help in a variety of clerical and typing duties. 3 Days per week. If you are a quick learner and have a flexible nature, you will also assist in word processing projects.

Call Anne or Debbie  
**492-8502**



**RECEPTIONIST /DATA ENTRY**

For sole practitioners office in the Unionville area. Word processing skills required.

Salary commensurate with experience.

**477-2263**

**Receptionist Person Friday**

Required for Toy and Novelty importer.

This position requires responsible person with some typing skills.

Reply to: Al Grossman  
President  
Car-Jess Sales  
**731-8686**

**Economist & Sun / The Tribune**

Required Immediately

**REAL ESTATE ADVERTISING SALES REPRESENTATIVE**

For a fast growing community newspaper located in Markham. Salary plus commission. Car essential.

For confidential interview please call:

Dorothy Young  
Real Estate Advertising Manager  
**294-2200**

UNIONVILLE PONTIAC BUICK LIMITED

**2 PROFESSIONAL AUTOMOBILE SALES PERSONS**

We are progressive dealership currently undergoing rapid expansion. Our sales staff is a group of totally committed and dedicated professionals.

Can you meet this challenge?

A unique and lucrative pay plan, company demonstrator and unusual benefits apply. Experience is necessary.

Contact

Mr. Doug Ross

Mr. Pat Condon

**477-1666**

For interview

**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.

*P.S. We are also seeking a full time stock clerk.*

**SALES CLERK**

Full part time opening available immediately. 24-40 hours/week.

Apply to  
Men's Wear Dept.  
Woolco - Markville

**OUTSIDE SALES PERSON**

Fully automated Markham travel agency required outside sales person. Excellent commission and travel opportunities to sunny destinations. Congenial and friendly atmosphere. Must have a car.

Please call:

Liz  
**475-7336**

**RECEPTIONIST /TYPIST**

Required by

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

**479-2582**