

SUPER RECEPTIONIST

Are you the person we are searching for?
Do you meet the following qualifications? Outgoing, professional, well groomed, pleasant telephone manner, ...then we have the job for you!
Dynamic computer firm requires an exceptional individual to handle a busy telephone and receptionist desk. Some typing is required.
Modern office environment and excellent company benefits. Call for further information and interview.

Jean Bolin
JENAMATION INC.
475-9434

Office Clerk

Required full-time for busy construction office.

Wide variety of duties.

Experience with construction preferred.

Contact: Mr. Hartley,
889-1191

K. J. Beamish Construction Co. Ltd.

PERMANENT PART TIME CLERK TYPIST
required

For our warehouse department, office related duties, typing required.

Good working record. Experience is an asset.

5 days a week from 8 a.m. - 1:00 p.m. This position could lead into full time.

Please contact
BRENDA
475-5566

RECEPTIONIST

For Legal office
Full Time
9:00 am - 5:00 pm
Woodbine & Steeles
Car essential

Call
475-9500

RECEPTIONIST / TYPIST

Reception and good typing. Will teach computer. General office work.

Woodbine & #7
477-8985

RECEPTIONIST/ TYPIST

We require an experienced Receptionist/Typist with good telephone skills and accurate typing ability. Our company is located in the Steeles/Woodbine area and offers a good benefit package. Opportunity for advancement.

Call Erie Ellis
For appointment at
475-9811

RECEPTIONIST

Full time position. Must be able to type 35-40 w.p.m. Knowledge of Accounts Receivable helpful but not necessary. Will train.

Warden & Steeles area.
Call
474-0668

WAREHOUSE REQUIRES CLERK

For shipping/receiving office.
8 a.m. - 1 p.m. \$5.40/hour.

294-4608

FULL TIME SECRETARY/ RECEPTIONIST

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

INFORMATION MARKHAM SECRETARY
required

Monday to Friday
1 p.m. - 5 p.m.

To perform an interesting variety of duties.

Good typing and communication skills essential.

Apply in writing to
Valerie Davidge
Executive Director
Information Markham
5 Wellington St. E.
Markham, Ontario
L3P 3A7

By Friday 10th October, 1986

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.

Locations is Hwy. #7 & McCowan area. Please forward resume to:

Corporate Controller
Travelways Ltd.
30 Heritage Road
Markham
L3P 1M4

LEGAL SECRETARY

Experienced in real property. Full benefits and D.P.S.P. Well equipped and competently staffed offices.

MINGAY & ASSOCIATES
81 Main St. N.
Markham, Ont.
L3P 1X7
294-0550

PRESCOLITE

A Company in the Lighting Industry is looking for an organized and energetic individual to join our INSIDE SALES TEAM.

• ORDER ENTRY/INVENTORY CONTROL

Victoria Park/Steeles area
For interview call DONNA

475-1952

ACCOUNT CLERK

Required immediately in Woodbine/Steeles area.

Must have accounts receivable/payable experience and typing. Must be able to handle collections and customer inquiries. Excellent benefits. Contact:

Natalie Woods
475-6800

EXPANDING MARKHAM BUSINESS
requires

Receptionist/typist, order desk clerk for busy office environment. Call:

Mark
294-3700

FINANCE MANAGER

Immediate opening for experienced finance person, 2 years with finance company or bank required.

Send brief resume to:

Box 4183
Economist & Sun
9 Heritage Road
Markham, Ont.
L3P 1M3

BILINGUAL PERSON

Cosmetics distributor requires bilingual person. Duties to include: order taking and invoicing.

Join our team
477-4252 or
477-3898

DATA ENTRY CLERK

Full time position. Some experience necessary.

Call for appointment
477-9230
Located at
Steeles & Woodbine

Bookings Secretary

For Private Hospital in Thornhill. Accurate and fast typing required; switchboard experience an asset.

For appointment call:

Miss Edwards
889-1125

Between 10 a.m and 4 p.m.

COMMISSION SALES PERSON NEEDED

Hi-tech company in Unionville

Call
John
477-7372

FASHION SALES/ MERCHANDISING

Excellent opportunity for an experienced and talented Fashion Merchandiser for our specialty ladies fashion store, Markham area.

If you have a high energy level and enjoy selling as well, call us at

477-8839
Ask for
Mr. Blom or
Mrs. Green

FULL TIME SALES HELP
required

Apply in Person
AGNEW
Markville
Shopping Centre
Or Call
477-6730

PART TIME SALES HELP
required

Retail experience helpful but will train.

Apply
FOUR SEASON
Markville Mall
or inquire at
477-6731

SALES HELP
required

Full time
Apply in person
PANTORAMA
Markville Mall

ELEVEN JOSEPH**Fashions ... Shoes Too**

Would you like

• To learn the Fashion Business from the ground up.

• Work Monday to Friday.

• Enjoy school hours (10-3).

• Participate in the exciting and personal association with our team.

We offer:

• A position in our Stock Receiving and Merchandising department.

• Opportunity to become involved in other areas of Retail if desired.

• Pleasant working conditions.

• Competitive wage scale.

Interested

Why not drop in at our Main Street store for a personal and confidential interview.

141 Main St. N., Markham Village