

OFFICE JUNIOR

P.O.I. Business Interiors, a leader in design and suppliers of office interiors, has a junior position available for a responsible person for a variety of office duties including switchboard relief.

In addition to a prestige work environment, we offer an attractive benefit package along with a competitive salary.

Please telephone Mr. R. Francis for additional information and/or to arrange an interview:

P.O.I. BUSINESS INTERIORS
120 Valleywood Drive
Markham, Ontario
479-1123

SENIOR CLERK

FOR BUSY MARKHAM OFFICE

Must be mature, reliable and organized with a minimum 5 years experience to handle a variety of duties. Must be good with figures. Car is required.

477-2880

SUPER RECEPTIONIST

Are you the person we are searching for? Can you juggle a busy telephone system, stay sane and pleasant, and type at the same time?

Then we have the job for you! Dynamic computer firm requires an individual with an outgoing personality and professional image.

Modern office environment, with excellent company benefits. Call us for further information and interview.

JEAN BOLIN
GENEMATION INC.
475-9434

JOBS & MORE JOBS

Jobs aren't scarce in the Markham area. If you are a Jr. Secretary, Receptionist and/or Data Entry Op. we can offer you a choice of jobs in the \$14-\$18,000 range.

BROWNLEE PERSONNEL
471-6060

Classicomm

Expanding Cable Company in Richmond Hill has an opening for an:

Accounting Clerk
Trainee

Education in accounting essential.

Experience an asset.

Duties include A/P and payroll in a computerized environment.

Some typing also required.

Call Pat Surette, to arrange an appointment.

884-8111

889-9880

DICTA/ TYPIST

FULL OR PART TIME

(5 hours per day)

For consulting engineers. Will train on word processor.

474-9255

EXPERIENCED RECEPTIONIST/ TYPIST

Busy executive office requires full time, well groomed individual. Pleasant telephone manner, typing (60 wpm) and own transportation a must. Attractive benefit plan.

To arrange an interview please call:

Sandy Capone
477-8000

FULL TIME

Reliable person to manage office and assist in customer service. Experience preferred.

SHEER CLOTH HOSIERY
479-6060

GENERAL INSURANCE BROKER

requires

Person for general office duties. RIBO licence preferred.

J.D. SMITH INSURANCE
294-9444

QUICK TYPIST

O.E. Incorporated Markham requires energetic, self starter for the wholesale division. Good typing, calculator skills and pleasant telephone manner required.

Denison/Woodbine area.

Call Linda Lylyk
493-9330 Ext. 309

Insurance Broker/ Person Friday

One of Ontario's leading brokers has opened an office in the Markham area.

We are looking for a licensed, experienced individual to grow with our office.

Individual would assist in all areas of office including customer service with a view to office management.

This is a ground floor opportunity.

Send resume to:

W. Bruce Martin
Insurance Limited.
30 Centurian Dr., Suite 211,
Markham, Ont. L3R 6B2
or call Peter Roche for an interview at,
479-6100

If you are bright, personable, energetic and have good secretarial skills.

If you would like a position that would allow you shorter flexible hours.

If you would like to learn how to be excellent in one of the most prized areas of secretarial endeavour.

Then write to us at:

Box 4190
ECONOMIST & SUN
9 Heritage Rd.
Markham L3P 1M3

We are a leading law firm that would like to use the huge resource of able residents that wish to keep up skills, want to make some money and do something interesting as well, but children, homemaking and other interests take time.

We will train you if you have no legal experience. Tell us.

LEGAL SECRETARY

Full-Time
Steeles/Don Valley Parkway

475-0550 or
465-8305 evenings

SECRETARY/ RECEPTIONIST

Good telephone manner and excellent typing skills required for medium sized consulting engineering firm in Markham.

Knowledge of word processing an asset.

Salary commensurate with experience.

Please send resume to:

COSBURN PATTERSON WARDMAN LIMITED
7270 Woodbine Ave.,
Suite 201,
Markham, Ont. L3R 4B9

OFFICE Help - Data Entry - friendly growing Markham company seeks recent high school graduate who possesses some knowledge of terminal input. Further training provided. Excellent benefits and advancement potential. Interviews arrange in Markham, call Marg at 482-2464, McLean & Assoc.

PERSON FRIDAY

Markham Manufacturer requires

An energetic, well-groomed person who is sales oriented with good telephone manner, some typing and organizational skills for our office at Woodbine and Hwy. #7.

Excellent salary and benefit package including dental.

For appointment please contact:

Mrs. Susan Blinston
At 477-2866

JR. CLERICAL POSITION

Thornhill (Bayview/John St.)

Manufacturer requires full time general office help. Previous office experience would be an asset, typing and pleasant phone manner are a must.

Call 889-6245

KENNEDY ROAD/ STEELES AVE. SCARBOROUGH

Office clerk junior required by property management firm. We are looking for someone good at figures, typing, and filing with a pleasant telephone manner. The position needs an eager beaver with previous office experience and drivers license.

Part time hours could be arranged.

Please Call
Mrs. Littlejohn
between 1:00 & 5:00 pm
292-0720

RECEPTIONIST /SALESPERSON

PART TIME

required for
COLORS - MARKHAM

Call 294-8166
Tues. - Sat.
10 am - 5 pm

RECEPTIONIST/ PERSON FRIDAY

required immediately
Woodbine/Steeles area

Duties to include answering phone and general office work. Some typing required. Good communication skills, both written and verbal. Willing to train.

Please apply in person to:

Cablecor Datalines Ltd.
223 Riviera Drive
Markham, Ont.

(Take Woodbine north to 14th Ave., turn right, continue to end where 14th Ave. becomes Riviera).

477-4770

RECEPTIONIST/ TYPIST

We have a JUNIOR position for someone who is dynamic on our busy phones and has accurate typing.

Located in Warden/Steeles area.

Call 475-3300
for an appointment

PART TIME DESK CLERK

Woodbine/Hwy. #7 area. Pleasant telephone manner essential. Approximately 20 hours per week. Would suit student. Call for interview.

282-4142

Receptionist/ Junior Secretary

Progressive manufacturing/distribution company, Richmond Hill area.

Duties include word processing, accounts payable, general office functions.

Good company benefit plan.

Opportunity for the right person.

764-1500

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/ RECEPTIONIST

DUTIES: Typing, word processing, reception and general administrative duties.

QUALIFICATIONS: Graduate of a Secretarial Program with 3-5 years related experience.

COMPANY: COSBURN GIBERSON

Landscape Architects and Environmental Planners
7270 Woodbine Ave.
Suite 203
Markham, Ont. L3R 4B9

Apply in writing and call
Mr. B. Giberson

475-6988

SALES CO-ORDINATOR

We require an individual with good organizational ability to work on our order desk. This person will interface with customers and sales personnel. Experience preferred. Own transportation required.

Call Maria
292-1444

SECRETARY

- 55-60 wpm/good skills
- Flexible - Team worker
- Typing for 6 managers
- Accurate, mature, confidential
- Reliable and punctual

If I have just described you, please call me for an interview.

475-3637