

Office Help

SCARBOROUGH GENERAL HOSPITAL
770-bed Community Hospital invites applications for:

EMERGENCY ADMITTING CLERK
PART-TIME
Required for shift rotation in a busy Emergency Dept. Shifts will include day, night and alternate weekend rotation. Applicant must have excellent typing skills & good interpersonal skills.

ELECTIVE ADMITTING CLERK
PART-TIME
Required for a day position, shifts will include rotations between 0:00-18:00 hours and working every 3rd weekend. Must have typing skills of 50 w.p.m. and knowledge of medical terminology an asset.

BOOKING CLERK
PART-TIME
Required to assign available accommodations to patients admitted to the hospital. This position will involve working rotating evening and night shifts, including alternate weekends. Applicants must have demonstrated good organizational skills and must have the ability to work on their own.

JUNIOR CLERK RADIOLOGY
PART TIME
This part-time day position in the Radiology Dept. requires the successful applicant to have excellent filing skills, knowledge of office procedures, and good communication skills. Minimum 1 year related experience and good typing skills a definite asset. Qualified applicants may submit resumes and include shift availability to:

Personnel Dept.
SCARBOROUGH GENERAL HOSPITAL
3050 Lawrence Avenue East
Scarborough, Ontario M1P 2V5
"Your care is our concern"

Remanco Systems Inc., designers, manufacturers and marketers of micro-computer based systems for restaurants and hotels worldwide, currently requires an:

Administrative Assistant
Product Marketing

Reporting to the VP of Product Marketing, the successful applicant will handle various administrative duties for the Product Marketing Department.

Qualified applicants must have a minimum of three years related experience and must possess a typing speed of 60+ wpm. Previous computer/word processor experience is essential, along with excellent written and oral communication skills.

We offer a comprehensive compensation package including a full range of employee benefits. Qualified applicants are invited to send their resume, stating salary requirements in confidence to: Cynthia Gollert, Personnel Coordinator, Remanco Systems Inc., 30 Centurian Drive, Markham, Ontario L3R 6B2.

REMANCO
The Restaurant Computer Company

RECEPTION TYPIST

Here is a fabulous opportunity to get your foot in the door of a dynamic North Scarborough firm. We have an immediate opening for someone who enjoys people contact, typing, has good communication skills and has a flair for handling a wide variety of duties.

Please Call
Anne or Debbie
492-8502

HUNT PERSONNEL

Remanco Systems Inc., designers, manufacturers and marketers of micro-computer based systems for restaurants and hotels worldwide, currently requires a:

Order Entry Clerk

Reporting to the Sales Administration Manager, you will be responsible for daily data entry functions, in addition to general office duties. The successful candidate will also be required to participate on various short term projects, and will be responsible for generating periodic departmental reports.

As the candidate we seek, you are a well organized high school graduate with approximately one year of order entry experience, and the flexibility to take on new tasks as experience is accumulated. Typing and switchboard abilities would also be considered an asset.

Qualified applicants please contact, Carolyn Tyrne, Personnel Assistant, Remanco Systems Inc., 30 Centurian Drive, Markham, Ontario L3R 6B2.

REMANCO
The Restaurant Computer Company

SECRETARY/ TYPIST

Full or Part Time
General office duties in small office.
Presently at Dufferin and 401. Moving to Markham.
Call
787-8944
9 AM - 5 PM

LEGAL SECRETARY
FULL-TIME
Competitive salary. Serious inquiries only.
Woodbine/Steeles
475-0550
465-8305 (evgs.)

NORTHEAST OPPORTUNITIES
NO EXPERIENCE REQUIRED

Are you looking for on-the-job training, the opportunity for advancement and the chance to learn and grow with a progressive company. If so, the following are just a few of the fabulous opportunities available now!

MAILROOM CLERK \$11,500. Lots of variety. Backup switchboard and reception. Driver's license required for banking. Victoria Park/McNichol.

CLERK TYPIST \$12-\$14K. Outgoing, energetic individual to do copy typing and invoicing. Excellent growth. Full training provided. Leslie Highway #7.

As well, we have several other positions available requiring:

1-2 YEARS OFFICE EXPERIENCE
PAYROLL CLERK \$16,500. Computerized bank payroll for 120. Deductions and benefits administration. Large, growing company. Victoria Park/McNichol.

JUNIOR SECRETARY \$16K. Personal assistance to a busy, Office Manager. Typing plus a variety of duties, including personal errands. Leslie Hwy. #7.

TYPIST \$15K. Strong, accurate typing. Excellent spelling. Lots of growth in this large, professional company. McCowan/401.

RECEPTIONIST-TYPING \$14,500. Bright, energetic individual with good typing and communication skills required to the mainstay of this busy, growing firm. Markham/Ellesmere. Ex. benefits.

RECEPTIONIST TYPIST \$15,000-16,000K. Our client in the Don Mills/York Mills area is looking for a outgoing and enthusiastic individual. Good growth potential.

JUNIOR ADMIN. ASSISTANT \$15,000-18,000K. For a professional corporate office. Tons of growth potential. Excellent for junior typist.

CALL CHERYL DEVEAUX OR
WENDY CARPENTER AT 493-6880
CAROLLE VESELY AT 296-0952

ALSO THESE AND OTHER POSITIONS AVAILABLE. EVENING APPOINTMENTS ARRANGED.

FAIRVIEW SCARBORO
1800 Sheppard Ave. E. 100 Constium
(Sheppard/DonMills) 3rd Floor
493-8880 296-0952

DRAKE PERSONNEL

PART TIME PERSON

Is required for 3 nights a week and Saturdays to help with general office duties in the Warden and Steeles area. No office experience necessary, but good telephone skills a must.

Please call
Christine
499-8449

Part-time Accounting Clerk

For private hospital in Thornhill.
For appointment call Miss Edwards,
889-1125
Between 10 am. and 4 pm.

SECRETARY/ TYPIST

Part time or Full Time required immediately.
For Market Research Firm
Duties include: clerical work and typing. Word processing experience an asset.
For interview call
Marilyn
477-9931

ALLSTATE INSURANCE

FULL TIME JOB OPPORTUNITIES
We have entry level clerical positions available in our New Markham Head Office. Qualified candidates should have:
• High School Diploma
• Minimum typing speed of 35 w.p.m.
Allstate can offer competitive salaries, a full range of company benefits including profit sharing, plus opportunities for future advancement.
Interested applicants please call:
Brenda Thompson
475-4475
Allstate Insurance Company of Canada

Family Trust Ltd
FAMILY TRUST CORPORATION

SENIOR REAL ESTATE SECRETARY
required

For busy real estate sales office. Must be well organized, with a pleasant manner, and enjoy variety. Candidate should like dealing with the public. Full time.

Please call
Betty Webber
At 294-1372
Extension 242

Family Trust Ltd
FAMILY TRUST CORPORATION

EXECUTIVE SECRETARY

For Senior Executive of Real Estate Company in Markham. 3-5 years experience. Must be well groomed, capable of dealing with the public, have excellent typing and shorthand. Experience on Xerox Memory Writer an asset. Have the ability to cope with a variety of situations and good communication skills.

NON SMOKING OFFICE
Previous applicants need not apply
Call Carol Orr 294-1372

INSURANCE OFFICE REQUIRES HELP

The person we are looking for will be familiar with the automobile policy wordings and rating manuals. Some knowledge of property personal lines an asset. (Broker Assistant). Typing required.

Please forward resume to:
RON NOBLE INSURANCE LTD.
Box 430, 10 Brock St. E.
Uxbridge
640-1290 or 852-3309

JUNIOR CLERICAL

Full time position. Typing essential.

RADA MECHANICAL
477-2173
Contact Mike Cassidy or Peter Stacey

The Liberal

Full-time
Classified Salesperson

Required by local Community Newspaper to work 5 days per week for our busy Classified department.

Duties will include answering incoming classified calls and soliciting new and ongoing features.

The successful candidate will possess above average spelling, typing and telephone manner.

This position offers salary plus commission and is an excellent opportunity for the right person.

For interview please call
Dawna Andrews.
881-3373

ACCOUNTS PAYABLE CLERK
Full Time

O.E. Inc. Furniture Division requires mature person, accurate with figures.
Denison/Woodbine area
Call Dorothy Tennyson
491-9330 Ext. 211

ACCOUNTS RECEIVABLE CLERK
required

By a large Fine Paper Merchant in Scarborough.

Interested applicants please contact:
Mr. T. Mercer
298-4440

"BOOKKEEPER"
...FOR BUSY "REALTOR DEVELOPER"

Serving York Region from Markham headquarters. Much more than just a job, this position is a real opportunity for a professional with excellent references.

Ability to trial balance, computer experience an asset.

Please call
Raffaella
475-1441
For interview

COST ACCOUNTING CLERK
required

For a very busy office. Cost analysis./ production / inventory control. Computer, manufacturing experience an asset. 1-2 year level of C.M.A. or C.G.A. program preferred. Car required. Good salary.

Please contact
475-3637

EXPERIENCED SECRETARY/ RECEPTIONIST
PART TIME
8:30am - 1:30pm
Monday - Friday
477-8970

RECEPTIONIST

For high profile
Fragrance Co.

Attractive, non-smoker, good typing and communication skills.
Steeles & Woodbine.
\$15,000 to start.
474-0632

RECEPTIONIST/ TYPIST

We have a JUNIOR position for someone who is dynamic on our busy phone and has accurate typing. Located in the Warden & Steeles area.
Call
475-3300
for appointment

RECEPTIONIST JUNIOR
Warden/Steeles
Small manufacturing office. Switchboard, typing and general office duties. Excellent benefits.
Hours 9 am - 5 pm
477-8588

PMB INDUSTRIES

A growing company in Scarborough requires

FULL TIME KEYPUNCH OPERATOR

Experience on IBM 34 an asset.
Full company benefits
Please call:
Fred Kalina
298-2611

LEGAL SECRETARY

Experienced in Real Estate. Full benefits. Well equipped offices.
Please submit resume and salary expected to:
Box 4195
Markham Economist & Sun
9 Heritage Road
Markham, Ontario
L3P 1M3

PART TIME BOOKKEEPER
required

For retail lumber yard
CENTURY MILL BUILDING CENTRE LTD.
640-2350
Phone or apply in person

Sales Help & Agents 530

OPPORTUNITY

Fastest growing company of its kind has 3 openings for self motivated sale reps. If you would like the opportunity to earn what you're worth, in a repeat sales market, drive a company vehicle and travel (optional).

Call 299-4965
TODAY

SALES PERSON

Person for permanent position in Unionville shop involving approximately 3 days per week.
Experience in window decorating or interior decorating would be an asset but not a requirement.
Sales experience lending outgoing, confident approach to customers also an asset.

Please phone
(705) 737-3940
FOR APPOINTMENT FOR AN INTERVIEW
ON NOV. 19th IN UNIONVILLE

SALES OPPORTUNITY

The Insurers of Unionville is looking for a young aggressive person to train for an automobile and insurance sales position. The successful applicant will be studying to obtain a Brokers license while in training for the sales position and acquiring general insurance knowledge.

Call Dave Wilson
477-5000

KIDS PORT CANADA MARKVILLE MALL

ASSISTANT MANAGEMENT
position available

Apply in person to:
JILL WATSON

DRAPERY SALESPERSON
FULL TIME

Pleasant working conditions, good wages, and benefits for experienced person.

MRS. ARNOLD
475-6919

SALES PERSON
Required
MARKHAM AREA

In store, no experience, will train, full time, salary plus commission, benefit package.

Call Head Office
1-673-7452

SALES REPRESENTATIVES

Mature positive thinking person with sales experience required to represent our company in a professional manner.
Real Estate experience an asset. Good for homemaker returning to work force. Car required. Please call
Bonny
593-1085

JEAN MACHINE CASUAL WEAR CLOTHING

Immediate opportunities for highly motivated **FULL TIME SALES INDIVIDUALS** who are seeking a career in retail fashion. Call:
498-6601