

Office Help

SECRETARY

K-Konsult (Canada) Inc. is a new Consulting Engineering firm in Canada with an office located in Markham. Our firm is a subsidiary of a large Consulting Engineering firm in Sweden. We are looking for a mature person with very good communication and office skills. You will be required to assist in setting up the office. You should be familiar with operating in IBM PC and the programs we use (Word Star 2000 - word processing; Lotus 123 - accounting). Familiarity with dictaphone would be useful. If you are interested in this position, please send your resume with salary requirements. We offer an attractive salary, 30 hours per week and a benefit package.



c/o Swedish Trade Council
150 Bloor St. W., Ste. 835,
Toronto, M5S 2X9

REAL ESTATE APPRAISAL SECRETARY

Required immediately; efficient, responsible, mature individual for full time position. The candidate must possess: good typing skills, some dicta, as well as professional telephone manner, plus the ability to work on own initiative. Recent references required. Salary commensurate with experience. Real Estate Office experience a definite asset. Sheppard/Don Mills Rd. area.

M. JONES
496-0044



CLERK

We have a challenging opportunity for a well organized individual with good computer terminal skills and good basic math skills to assume duties in a busy research area.

Candidates should have a grade 12 education, at least 1 year prior office experience and good observation skills.

475-8048

BOOKKEEPER With Typing
Up to \$8.00 per hour to start. Flexible hours in my office. Extensive training opportunity for person with basic background. Start January/87. Messages 7 pm - 9 pm (only).
294-8242

COMPUTER TYPIST

Typist, personal computer, Word Star 2000.

Company requires part-time help with very flexible hours.

Call Laurie

477-4990

SENIOR BOOKKEEPER

A Markham based Direct Marketing Company is seeking an individual with 3-4 years experience in a computerized accounting environment.

Solid knowledge of financial accounting and ability to prepare financial statements is required.

Please send resume to:

115 Apple Creek Blvd.
Unit #5,
Markham, Ontario
L3R 6C9

SECRETARY/ BOOKKEEPER required for

Import/Distribution Company in Markham

Own transportation necessary. Non-smoking environment. Excellent salary and benefits for the right person.

Call 487-4919
or 477-5424

Between 9:30 am & 11:30 am

Receptionist/ Person Friday

Growing manufacturer, located at Hwy. 404 and 7, has an opening for a well groomed individual, with superior interpersonal and organizational strengths.

Solid typing skills, aptitude with figures and a polished telephone manner round out the job requirements.

Call Mr. Robinson,
731-9411

RESPONSIBLE MATURE PERSON

For typing, filing and general office duties in pleasant atmosphere.

Approximately 20 hours per week.

294-8786

SECRETARY/ TYPIST

A mature, neat, intelligent, self-motivated person with tact and diplomacy. Excellent command of English and typing 50 w.p.m. is required. Non-smoker.

Required immediately for small firm.

Warden/Alden area
Markham, Ontario
Call Mrs. McLaven
477-4410

Senior Accounting

And

Costing Clerk

We have an opening in our Accounting Department for someone with the following qualifications:

- Enrollment in third level C.M.A.
- Extensive costing experience.

Those qualified please forward resume to:

Crown Cork and Seal
Canada Inc.,
7900 Keele St.,
Concord, Ontario L4K 2A3



Has an immediate

Opening for a

RECEPTIONIST/ TYPIST

The successful applicant will possess excellent skills in dealing with a wide variety of office functions. To arrange for an interview, please contact:

764-0400

INVENTORY CONTROL CLERK REQUIRED IMMEDIATELY

Experienced person required for day to day management of inventories at 65 locations across Canada. Must possess good interpersonal skills. Good company benefits.

For appointment please call:

Alex
475-3722

LOCAL BUSINESS IN UNIONVILLE

Requires additional office help for general office duties, including typing, filing and answering the phones.

This is a good opportunity for a person returning to the work force. Must have good typing and be willing to learn.

Contact
Edith Hagarty
477-2720

PART TIME SECRETARY/ RECEPTIONIST

For a busy Real Estate office. Must be flexible in hours able to work.

RE/MAX EXECUTIVE REALTY INC.

640-4960

PART TIME PERSON

required

For general office duties. Typing a must.

Call Joan
477-4900

Woodbine/Hwy #7 area

RECEPTIONIST WANTED FULL TIME

No experience necessary

Apply in person at
SUNKIST FRUIT MARKET

500 Alden Road
Suite 212
Markham
475-7220

Sales Help & Agents

530

FULL & PART TIME MATURE SALES HELP

Experience preferred but will train

Contact

Lighting Unlimited
Markham Supercentre
1661 Denison St.
Denison & Kennedy

475-9705

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

Economist & Sun

requires
CLASSIFIED
SALES REPRESENTATIVE
Full-Time

We have an immediate opening in our Classified Department for a career minded self-starter.

Duties will include taking incoming ads, soliciting new accounts & developing and selling ongoing features.

Sales experience a definite asset but not essential.

This position offers salary plus commission and is an exciting & challenging opportunity for the right person.

To arrange an interview please call:

294-2200

Debra Weller

Classified Advertising Manager

ACCOUNTS RECEIVABLE CLERK

Requires good telephone manner, aptitude for figures and a willingness to work on a computer. Grade 12 preferred.

Responsibilities include processing cash receipts and customer inquiries.

Contact
Russ Harrington
477-0030

BOOKKEEPER/ TYPIST

required

For small construction firm. Warden & Denison area. Full time position.

Call
477-5707