

Office Help

**PART TIME
RECEPTIONIST**

Monday—Friday, 8:30 a.m.—1 p.m. Possibility of future full-time employment. Good telephone manner and typing a must. German language an asset.

Reply in writing to:
WEIDMUELLER TERMINATIONS LTD.
10 SPY COURT
MARKHAM, ONT.
L3R 5H6
ATTENTION: HANA RADOMIL

SECRETARY

Richmond Hill Computer Systems Consultants specializing in health care computing require a full time secretary.

York Central Health Systems, a subsidiary of York Central Hospital provides service to clients ranging from large hospitals to doctors' offices.

While the position requires a wide range of skills, the main focus is on word processing, secretarial and reception services.

We are looking for an experienced secretary who wishes to be associated with a small company with 12 staff and an excellent benefit package.

This position becomes available January 12, 1987.

Please send your resume in confidence to:

John Flint, President
YORK CENTRAL HEALTH SYSTEMS INC.
10 Trench St.
Richmond Hill, Ontario L4X 4Z3

T T S MARKHAM

Leading interconnect company in the telecommunications industry requires personnel in the following areas:

SECRETARY

Minimum 1 year secretarial experience, word processing, statistical reports, general office procedures. Willing to learn Xerox 860

RECEPTIONIST/SECRETARY

Good communication skills, accurate typing, knowledge of SL1 systems an asset.

CUSTOMER RECORDS CLERK

You will process and maintain customer records in our Markham customer service centre. Keyboard skills and some records experience required.

T.T.S.
Management Customer Services
361 Steelcase Rd. W., Unit #6
Markham, Ontario L3R 4H9
479-0350

NEW! NEW! NEW!

TOWER TOTAL PERSONNEL SERVICES LTD.

is pleased to announce
the opening
of our new branch
servicing
the northeast
located

1031 McNicoll Ave. (Vic. Pk./Finch)

We're registering applicants now for assignments in fields such as -

- SECRETARY
- RECEPTIONIST
- CLERK TYPIST
- LITE INDUSTRIAL

Easy access by T.T.C.
492-5883



CHEVROLET-OLDSMOBILE

OFFICE MANAGER

For an expanding G.M. Dealership Responsibilities will include accounts receivable, bank reconciliation, supervising accounting staff and other related duties in a congenial atmosphere.

Experienced individuals should send their resumes to:

B.A. Brown
246 Wellington St. W.
Markham, Ontario
L3P 1B9

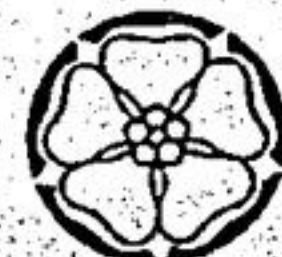
DICTA TYPIST

Variety filled position for an internationally known company based in Markham. Good typing and spelling. Knowledge of word processing and dicta phone an asset. Non-smoking office. Excellent benefits.

Call Ruth Salem

494-1575

JOHNSON
CONTROLS



YORK REGION
BOARD OF EDUCATION

REQUIRES IMMEDIATELY

JUNIOR PAYROLL CLERK

(Administration Offices - Aurora)

Reports to the Senior Clerk and will be responsible for a COMPUTERIZED PAYROLL.

Working knowledge of a COMPUTERIZED PAYROLL SYSTEM is REQUIRED - ON-LINE EXPERIENCE PREFERRED.

Good communication and human relation skills required.

Salary range \$8.33 to \$9.88 per hour (1986 Rates).

Written applications no later than DECEMBER 24, 1986 to:

FLO BERRY
Personnel Officer
YORK REGION
BOARD OF EDUCATION
BOX 40
AURORA, ONTARIO
L4G 3H2

Charles Cooper Chairman R.A. Cressman Director

BOOKKEEPER

Part Time

1-2 days per week

With at least 5 years experience.

Call
294-6702

EXPERIENCED
DATA ENTRY
OPERATOR

Primarily accounts receivable and inventory control. Basic accounting knowledge required. Leslie/Hwy 7

886-3637

**JUNIOR
CLERK**

An excellent entry level opportunity for someone who is well organized, detailed oriented and has a grade 12 education to assume clerical duties using a computer terminal.

We offer excellent benefits, a good starting salary and flex. time.

475-8048

**IS THIS
FOR YOU?**

You will have at least 2 years work experience and will be familiar with word processing and dictaphone. You like working in an aggressive, young, fast-paced environment. You have exacting standards for your work and expect others to be the same. You want a company with competitive compensation, good benefits and profit sharing. You want a place to grow. If so, we need to key people, a

**RECEPTIONIST and an
ADMINISTRATIVE ASSISTANT**

Call and send resumes to
SPECTRIX MICRO SYSTEMS
431 Alden Road, Unit #10
Markham, Ont. L3R 4M4

474-1955

EARN EXTRA \$\$\$

'Tis the season to be spending so turn those typing/clerical skills into extra dollars by "temping" with us now.

Several positions currently available in the north Scarborough and Markham areas. The only cost to you is an hour of your time.

Always happy to provide further information, please contact:

Karen Mugford
491-9363
2 Lansing Sq., Ste. 903

DGS
group

**GRAPHIC ARTS
DEALER**

Located in Markham

Requires an experienced SWITCHBOARD/RECEPTIONIST with some clerical background. Must have own transportation. Permanent position with good company benefits.

Betty Rice
492-8999

**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**

16-20 hours per week, starting January 11th.

Typing, reception and general clerical duties. Human relation skills important.

Salary negotiable depending on skills.

Inquiries and resume to:
Stouffville United Church
P.O. Box 1072
Stouffville, Ont. L0H 1L0

**PERSONNEL
REPRESENTATIVE**

Exciting opportunity for sale oriented person to service Markham and N/E Scarborough clients for growing personnel agency.

Flexible days/hours. Car necessary.

Call Diann
494-7227
R.D. WEBB &
ASSOCIATES LTD.