

Office Help

IMMEDIATE OPPORTUNITIES

Progressive transportation company requires the following:

INTERMEDIATE ACCOUNTING

Responsibilities are varied and include reporting, analysis, fixed assets, budget and special projects.

Minimum 3 years varied accounting experience in a computerized environment. Exposure to consolidations is preferred.

ACCOUNTING CLERK-SECRETARY

You will enjoy applying your secretarial skills when combined with specific accounting duties and the opportunity to increase your involvement.

Experience includes reconciliation, analysis, data entry and statistical reports combined with word processing and shorthand or dicta.

Submit resume including salary history and expectations to:

Corporate Controller
Travelways Limited
30 Heritage Road
Markham, Ont. L3P 1M4

WURLITZER

Requires an Executive Assistant on a permanent part-time basis. Approximately 4 hours/day. The job involves secretarial work, sales co-ordination of dealer orders and service parts orders, U.S. Head Office correspondence, invoicing, bank deposits, etc... work will be varied. Familiarity with word processor and telex would be an asset. Must be able to work independently with a keen attention to detail.

Please forward resume to
Wurlitzer International Ltd.
20 Amber St. Ste. #6
Markham L3R 5P4

**PAYROLL
A/R CLERK
\$16-18K**

Markham manufacturing firm relocating to Scarborough in the spring requires a person adept at hourly payroll on the One-rite system for over 100 employees, A/R functions currently on MAI computer as well as some costing experience and knowledge of general ledger. Good typing skills are necessary as well as a congenial "pitch-in" attitude. Great benefits.

Don't hesitate to call for further information, Karen Mugford, 491-9363, 2 Lansing Sq., Ste. 903.



**JUNIOR
RECEPTIONIST**

Full time position available to enthusiastic individual with good telephone manner to join the team at a small graphics firm.

Minimal typing skills required.

Previous experience an asset.

Woodbine/Steeles
For interview call
Charlene
475-5118

**EBENEZER UNITED
CHURCH**

At the corner of Brimley and Steeles is seeking a **SECRETARY** with good interpersonal skills.

Duties include: typing, filing, receptionist etc.

A car would be an asset. This is a full time position of 30 hours/week.

Please call
299-8787
after 6 p.m.

OFFICE/ORDER DESK

Required by distribution company in the Warden/Steeles area. Duties include attending to sales, phone and processing orders. Must be fluent in English and have a pleasant telephone manner. Typing is required. Also:

WAREHOUSE HELP

Required full-time by distribution firm in Warden/Steeles area for general warehouse work. Call between 9 a.m.-5 p.m. for an appointment.
475-9714



CLERK

Do you have an aptitude for detailed work in statistical data?

We are looking for a well organized individual with good computer terminal skills to assume responsibility for a variety of clerical duties and report analysis.

We offer a pleasant work environment with flexible work hours and excellent benefits.

475-8048



PERSON FRIDAY

Variety of duties covering several departments.

Full time position in a non-smoking office. Typing an asset.

For further information please call:

Mrs. Phyllis Perkins
294-1372

**CLERK
TYPIST**

A Markham area Company requires an individual to handle a variety of general office duties.

We require good typing skills, competent telephone manner.

To arrange an interview please call:

Sue Baker
477-5600



**TWO POSITIONS
AVAILABLE
SECRETARY
AND
RECEPTIONIST**

To work in Woodbine/Steeles area.

Self starters with good typing and communication skills as well as pleasant telephone manner to work in friendly and active environment of Commercial Real Estate Office.

Must be responsible persons.

Please call between 3-5 p.m.

Theresa Dennis
475-2770

JOBS & MORE JOBS

SH. SECTY. - Secty to the Pres. \$23,000.
RECEPT./SECTY. - Good typing \$19,500.
JR. SECTY. - Advancement opportunities \$16,000.
RECEPT. - High profile Co. \$17,500.
ACCOUNTING - Entry level \$13,000.
ACCOUNTING - Career potential \$16,000.
CO-ORDINATOR - Shipping & receiving. Fluent in French \$25,000.

BROWNLEE PERSONNEL
Main St.-Markham
471-6060

BOOKKEEPER

For busy manufacturing company in Markham.

Fully experienced to trial balance. We are changing to computerized system so computer experience is necessary.

Send resume with salary requirements to:

Box 4208
Markham Economist & Sun
9 Heritage Road
Markham L3P 1M3



EXECUTIVE SECRETARY

For senior executive of Real Estate and Financial Services Company in Markham. Must have 3-5 years experience, good shorthand and top calibre typing. A knowledge of Xerox Memory Writer would be an asset. The ability to cope with a variety of situations and have good communication skills. Non-smoking office.

Previous applicants need not apply.

Call Carol Orr 294-1372
Family Trust Corporation

**TEMPORARY
POSITION**

**WOODBINE/STEELES
RECEPTIONIST/TYPIST**

General office duties. Could lead to full time position.

475-1661

JOHNSTON & DANIEL
LIMITED - REALTOR

THE STANDARD OF EXCELLENCE

RECEPTIONIST

PART TIME

for
Real Estate office
Week nights

Call
Chris Kennedy
477-0075

BOOKKEEPER

Mature with experience on AR/AP, payroll, trial balance. Knowledgeable on IBM only. Good communications. Resume required. For expanding Real Estate Company.

Markham Rd. & Steeles
Call

298-3113

**BOOKKEEPER/
TYPIST**

Small, modern office. Steeles/Woodbine area. Some experience necessary. 8:30 am - 4:00 pm.

Apply
Charles Emmett
475-6984

**JUNIOR
SECRETARY**

A local marketing and advertising company requires the services of a Junior Secretary.

The position would involve general secretarial work: word processing, filing, telephone answering, etc. In addition the position would require extensive use of a computer.

For further information please call:

471-1289
or send resume to
Pharma Communications Ltd.
P.O. Box 123
Markham, Ontario
L3P 3J5

**JUNIOR
RECEPTIONIST/
SECRETARY**

For manufacturing firm. Highway #7 and 404.

Excellent typing organizational, and communication skills a must.

Please call
881-3100

Economist & Sun / Tribune

ACCOUNTS RECEIVABLE CLERK

Immediate opening for an Accounts Receivable Clerk. Successful candidate should have a minimum of 2 years experience and be able to type.

For interview please call
Chris Bertram at

294-2200

**We've arrived
in Markham!!**

We are Manpower Temporary Services, the world's largest private temporary help organization -- and we have opened a brand new office at:

269 Wellington Street West
Suite 209
Markham, Ontario L3P 1B8
471-7600

We would like to talk to you about the challenges and rewards of working as a professional temporary with first-class assignments geared to YOUR SKILLS and YOUR SCHEDULE. And we'll also tell you about the FREE training and cross-training we provide on the most sophisticated word processing equipment and software.

We invite you and your friends to stop in for a cup of coffee and explore the options available.

- *Secretaries
- *Word Processing Operators
- *Data Entry
- *Clerks
- *Bookkeepers
- *Typists
- *Receptionists
- *Switchboard Operators
- *Industrial & Light Factory Workers

