

Office Help

**ORDER ENTRY/
SALES DESK**

Expanding outdoor power equipment distributor requires conscientious person for order entry/sales desk in computerized system. Pleasant, neat person with good telephone and reception skills. Small office.

Steeles and Warden area.

474-0411

Between 9 a.m.-4 p.m.

**CLERK**

This position requires a well organized individual capable of handling detailed work.

The successful candidate should have grade 12 education, above average math skills, good computer terminal skills, and an aptitude for detail.

We offer flexible work hours and excellent benefits.

475-8048

**CLERK**

FEB. 23 - MARCH 27

We are looking for candidates capable of handling detailed work to process data in our Media Division:

Hours — 9 am - 4 pm
or 5 pm - 10:30 pm
Mon. - Fri. inclusive
between Feb. 23
and March 27

475-8048

**PART TIME
RECEPTIONIST
Required**

Daily: Monday - Friday
Approximately 2-3 hours.

Call Carol Hughes
477-2533



1987

**A YEAR TO
EARN AND LEARN!**

Take advantage of the Fabulous Markham Business Boom and develop your personality and office skills close to home.

Whether it is secretarial, clerical, reception or automation positions you're after, we can get you working immediately on temporary assignments until the perfect permanent position comes in for you.

If you haven't worked in an office and want that first step to a career, make an appointment with us for a career consultation on your own potential to develop in the business world.

Please give us a call
492-8502

HUNT
PERSONNEL

OFFICE HELP

Accounts receivable, data entry and general duty clerk required for Stouffville company.

Please respond to:

P.O. Box 355
Markham,
Ontario
L3P 3J8

**JUNIOR
OFFICE CLERK**

Woodbine/Hwy. #7 area
required

IMMEDIATELY

An experienced individual for customer service and general office duties.

Good typing skills and confident telephone manner needed.

Call
477-5600

**LEGAL
SECRETARY**

Full Time/Part Time
Experience preferred

Please send resume to
Box 5454
c/o The Tribune
Stouffville, Ont.
L0H 1L0

**DISTRIBUTION
CLERK**

Superior Propane Inc. is the largest marketer of propane in Canada with 1500 refuelling centres and over 100 branches coast to coast.

An immediate opening exists for a Clerk in our Supply and Distribution Dept. Reporting to the Senior Dispatcher. This new position will provide clerical assistance to the department including typing of correspondence, filing and compiling of information for all departmental reports. The successful candidate will have a minimum of two years related office experience, accurate typing and good communication skills. Word Processing would be a definite asset. The individual should also possess a mature attitude, be detail-oriented and conscientious.

In addition to a competitive salary we offer an excellent benefit package, including a savings plan.

Interested candidates should submit their resume to:

Superior Propane Inc.
8474 Keele St.
Concord, Ontario
L4K 2S5
Vicki Davis

**PART TIME
POSITION**

2 days per week

Duties to include receiving and processing orders, invoicing, typing, light bookkeeping and maintaining various records.

Require an organized person with accurate typing, some office experience preferred.

Please call Monday or Wednesday between 9:30 - 4:30 ONLY.

294-9688

**JUNIOR
ACCOUNTING
CLERK**

We required a person with some experience on computerized receivables and payables.

Call
Terry

475-9434

RECEPTIONIST

Part Time
4 days a week
10 am - 2 pm
Light typing

Call 474-0784

**DATA ENTRY
CLERK
REQUIRED**

Full time and part time positions available. Start A.S.A.P. Experience an asset.

Call
474-0304

**To Learn
Data Entry**

Typing 30-40 wpm.

Must speak and understand English.

For appointment call Neila,

881-1030

**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:

Seven Star Plaza
Suite 209
Highway 7 & McCowan
Markham, Ontario L3P 1B8
471-7600

ACCOUNTANT

Our computerized systems and expanding operation requires Head Office accounting support.

We are an intermediate size Road Construction and aggregate supplier with strategic location in Central Ontario markets.

If you are a Community College graduate, 2nd or 3rd year RIA, G.A. CGA student we would like to talk to you.

K.J. BEAMISH
CONSTRUCTION LTD.
889-1191
J. Hartley

JUNIOR OFFICE CLERK

Required immediately for Head Office of Record Retailer located north of Warden/Steeles.

We are looking for a figure oriented individual with good communication skills and previous computer experience.

We offer a complete benefits package including O.H.I.P.

If you are interested please call:

Michael Rupram
474-1900

MARKETING SECRETARY

ALPINE ELECTRONICS OF CANADA, INC., a leader in the field of consumer electronics, has an immediate requirement for a Marketing Secretary.

Involved in supporting the day to day activities of a busy marketing department. The selected candidate will possess good secretarial and organizational skills, including word processing ability, to meet deadlines, and to work independently with matters of a confidential nature.

If you feel confident functioning in a fast paced environment we would like to hear from you.

A competitive salary and full company benefit program are offered with this position: Steeles-Warden area.

Please contact
Arlene Borris
475-7280

**PART TIME SECRETARY
DEVELOPING INTO FULL TIME**

Individual required for part time work, starting 3 days per week, in the Sales Department of a computer company.

Individual must possess good organizational habits, pleasant telephone manner and proficient typing skills.

WARDEN/STEELES AREA
475-6060 Ext. 370

SECRETARY

Large energy company located in Steeles-Warden area requires a Secretary, reporting to the Operations Manager. Typing and contract follow up are important features in this position. We offer excellent company benefits and pleasant working conditions.

Send resume to
ICG LIQUID GAS LTD.
800A Denison Street
Markham, Ontario L3R 5M9
Att'n: Administration Manager

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

MANPOWER
TEMPORARY SERVICES