

**Economist & Sun**

requires

**TELEMARKETERS**

If you are an energetic, enthusiastic self-motivated person looking for a challenging career, the Markham Economist & Sun has full time and part-time telemarketing positions available in their Classified Department.

To arrange a confidential interview please call:

294-2200  
Debra Weller  
Classified Advertising Manager

**ORDER PROCESSOR**

Required immediately. Must be bilingual (French & English) and have strong clerical skills.

Woodbine and Highway #7 area.

Call Terry  
475-7762

**OFFICE CLERK**

Book publisher requires, immediately, a general office clerk. Pleasant telephone manner, typing, familiarity with PC, accuracy important and basic office skills. Woodbine/Steeles.

Call PAPERJACKS  
8:30-4:30  
475-1869

**SECRETARY/RECEPTIONIST**

Warden/401 Area

Marketing firm specializing in computer furniture requires a Secretary/Receptionist to work directly with our sales team.

Successful applicant must be well organized with a pleasing telephone personality, experience with a W/P and PC operations a definite asset.

Apply in confidence to:

Computer Aid Accessories Limited  
1645 Warden Avenue  
Scarborough M1R 5B3  
Att'n: MR. R.B. SAGE

World leading home products manufacturer has a position available for:

**ACCOUNTS RECEIVABLE/  
CREDIT CLERK - BILINGUAL**

Five years general accounting experience, credit, collections computer input, excellent communication skills, fluency in French. Driver's license required.

Send resume and hand written letter to:

GROSFILLEX INC.  
465 Milner Ave., Unit #1  
Scarborough  
Ontario  
M1B 2K4

**PERSON  
FRIDAY**

Required immediately

With typing, excellent phone manner and good organizational skills. Leslie & Hwy. #7 area.

Mr. Roschuk  
764-1901 or  
Send resume to  
Preferred Medical Products  
100 West Beaver Creek Rd.  
Unit #21  
Richmond Hill, Ont.

**OFFICE CLERK  
JUNIOR POSITION**

For Customer Service and general office duties.

Accurate typing skills and confident telephone manner required.

Excellent benefits.

Please call  
477-5600

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

**Clerk/Typist  
(Customer Service Dept.)**

The ideal candidate will have 2 years related office experience and possess excellent organizational skills. A minimum of 50-60 wpm typing speed is required and previous exposure to a computer terminal/word processor is essential.

The primary responsibilities will include preparation of the customer contract renewals, typing and filing of customer service correspondence, entering data on the computer system, answering incoming calls and ordering departmental supplies.

Interested applicants are invited to send their resumes, stating salary requirements, to: Manager, Human Resources, Remanco Systems Inc. 30 Centurian Drive, Markham, Ontario L3R 6B2.

**REMANCO**  
The Restaurant Computer Company

**Reception/  
Switchboard  
Highway 404 & 7**

We require a well organized individual with previous reception and switchboard experience. Above average communications skills and a professional attitude are essential. Please send your resume to: Marc Flewelling, POI Business Interiors, 120 Valleywood Drive, Markham, Ontario L3R 6A7.

**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**



**IBM PC**  
Professional, international Markham Company is looking for experienced W.P. operator for a long-term assignment.

Ideal for an individual looking to take the summer off.

Please call:  
Anne or Debbie  
492-8502

**HUNT  
PERSONNEL**

**PERMANENT PART TIME  
POSITION AVAILABLE**

9 am - 1 pm  
Mon. thru Friday

Office experience and typing a plus. Victoria Park and Steeles area.

Please ask for  
Sue or Tuovi  
RICHARDS ADVERTISING  
475-3113

**CLASSICOMM**

A fast paced CABLE COMPANY in Richmond Hill has available a:

**JUNIOR POSITION**

In the Technical Department.

Duties will include stock-room deliveries and miscellaneous jobs. A valid driver's licence is required.

For an interview contact:

Barb Dunk  
884-8111  
889-9880



SCARBOROUGH  
GENERAL HOSPITAL a  
770-bed Community  
Hospital, invites  
applications for the  
following positions:

**BOOKING CLERK**

Part-time

This part-time position is required to assign available accommodations to patients admitted to the hospital. This position will involve working rotating evening and night shifts, including some weekend coverage. Applicants must have demonstrated good organizational skills, 50 w.p.m. typing and the ability to work on their own.

Qualified applicants may submit resumes including shift availability to:

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

**CLERK**

Required immediately for label manufacturer.

Duties include: filing, mailing, accounts receivable and switchboard relief. Data entry an asset.

Car essential.

Full company benefits.

Woodbine/Steeles area

Call Mrs. Forsyth

475-0523

**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

**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

**OPPORTUNITY  
PERSON FRIDAY**

Will appeal to person who likes challenge and opportunity. Initiative and ability to work effectively with minimum supervision appreciated and rewarded. Pleasant telephone manner essential. Please call Sharon:

475-9330

**DATA  
PROCESSING  
OPPORTUNITY**

Junior required for computer operating and other duties as assigned. Grade 12 minimum and typing skills are required.

Please apply by resume only to:

Mr. Houghton  
Fitzhenry and Whiteside  
195 Allstate Parkway  
Markham,  
Ontario  
L3R 3T8

**ACCOUNTING  
CLERK**

Please send resume to:

Mr. Nagy Farag  
PITT STEEL  
8050 Woodbine Ave.  
Markham, Ont. L3R 2N8

**Bookkeeper**

Experienced

3 - 5 Days Per Week

If you can handle all bookkeeping functions up to and including trial balance and are a "take charge" (of our books) individual, then you are the person we require.

As we are a small but very busy manufacturing firm your sense of humour will help see you through your day.

Our 1-Rite system will be switched onto a computer as soon as you join us.

If you thrive on challenge, and need a change, please RUSH your resume and salary requirements to:

Bio-Cosmetics Inc.,  
226 Bradwick Drive,  
Concord, Ont. L4K 1K8