

**PERSON REQUIRED**

To handle receiving and issuing of electronic parts for manufacturing company, presently located in Keele/Hwy 7 area, re-locating to Hwy 7/Woodbine in the Spring.

Applicants should be accurate with numbers, no experience necessary, will train on computer. Company paid benefits.

Contact: Barb Bell  
669-9918

**PERSON FRIDAY**

Part time, 2-3 days/week, to handle order processing and customer service. Must have an aptitude for figures.

Call Terry  
475-7762

**PERSON FRIDAY**

Pleasant telephone manner, some typing and invoicing, good organizational skills. 3-5 years experience. Call to arrange an interview.

473-3380  
431 Alden Rd  
Markham

**CLAIMS CLERK/TYPIST TRAFFIC DEPARTMENT**

If you are a Grade 12 graduate with typing and sound office experience, you may be the person we are seeking.

We require an individual who is co-operative, able to listen well and follow instructions, enjoys extensive telephone work and thrives on detail.

We have an immediate opportunity that includes processing claims from our stores for receipt of damaged goods, monitoring transport costs and preparing data for keypunch.

If you are interested please contact:

JOAN MERCER  
STEDMANS  
669-1810 Ext. 206

**CLERK/TYPIST**

We are seeking a pleasant, well organized person to perform clerical and typing functions in a busy sales office. Duties are to type sales orders, letters and correspondence, and quotations. Some entering on P.C.

Applicants must have accurate typing and keyboard skills. Would suit recent graduate.

If interested please contact:

Personnel Office  
EMERSON ELECTRIC  
CANADA LTD.  
P.O. Box 150  
Markham, Ontario  
L3P 3J6  
294-9340

**PERSON FRIDAY**

For computerized office in Markham. IBM System 34 experience a definite asset. Competitive salary plus company benefits. Non-smoker preferred.

Call  
475-6836  
for appointment

**RECEPTIONIST/TYPIST**

Full time, required for sporting goods company located at 250 Telson Road in Pharmacy/Steeles area.

Applicant must have clear telephone voice, speak English fluently, and be able to accurately type 45-50 w.p.m.

Starting salary \$250/week.

For appointment contact  
Christine  
445-9666  
475-2440

**RECEPTIONIST/TYPIST**

Our expanding automobile leasing operation on Highway #7 in Unionville has an immediate opening for a mature, professional Receptionist/Typist.

Excellent working conditions, company benefits and a professional sales staff.

Call  
Steve London  
491-4000

**TEMPORARY CLERK TYPIST required**

Duties include:

- Typing
- Filing
- Switchboard Relief
- Some computer work
- Possible full time opportunity
- Experience preferred

Please phone  
Robert Grayer  
CIP Inc.  
Markham  
294-9080

**UNIONVILLE**

Bookkeeper with secretarial skills, self motivated and organized. 3 days per week, Tuesday, Wednesday and Thursday, 9:30-4:30. \$10/hour.  
477-1977

**RECEPTIONIST/TYPIST required**

With some clerical duties. Permanent, part-time mornings. Markham area.

475-6058



**PART TIME RECEPTIONIST**

Some filing, good telephone skills, and typing a must. Two evenings a week and alternate Saturdays. Call:

Diane at 640-208  
between 9:00 and 4:00

**GENERAL OFFICE CLERK**

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

Responsibilities include: coding, customer maintenance, bank deposits, customer inquiries and general office duties.

Contact  
R. Harrington  
477-0030

**JUNIOR CLERK/TYPIST**

required part-time, Mon. to Fri.

Call Donna  
475-1292

**JUNIOR CLERK/TYPIST**

A wholesale company on Hwy. 7 & Leslie area, requires a Junior Person with general office knowledge. Able to type 40-50 w.p.m. Car an asset.

Please call  
764-1555

**RECEPTIONIST/TYPIST**

Warden/Alden Rd. location  
Accurate typing and good telephone manner.

Duties to include: general office work.

Non-smoker preferred. Must have own transportation.

For information  
Please call  
475-1976

**Receptionist/Typist**

Applicant must have good telephone manner.

Computer experience an asset and all other general office duties.

Leslie - No. 7 Hwy.

Own transportation necessary.

Please call: Donna, at  
889-8607

**WOODBINE/STEELES**

Receptionist/Typist

General office duties, good benefits.

475-1661

Sales Help & Agents 530

**Earn & Have Fun While Your Children Are In School Telemarketing**

We are a fast-growing exciting company located in Willowdale, looking for dependable, ambitious people to sell products to schools across Canada.

You will receive a salary plus commission along with bonuses and incentives. Previous telemarketing experience is not necessary.

Hours: 8:30 a.m. to 3:30 p.m., Monday through Friday, summers off, plus a Christmas Break.

For further information, call Pat

GREAT OWL BOOK FAIRS  
492-4000

ANDRES Wines required part-time Salesperson, 19 years or over, training provided for appointment. Call: 475-1973.

**AUTOMOBILE LEASING REPRESENTATIVE**

Our expanding automobile leasing operation on Highway #7 in Unionville has an exciting opportunity available for a professional and results oriented leasing representative.

We offer excellent remuneration including salary + commission + benefits + company demonstrator.

Please call for a confidential interview.

Steve London  
491-4000

**EXCELLENT SALES OPPORTUNITY**

We are seeking full or part time, ambitious, salespeople to market a proven haircare line.

We offer salary and/or commission. A car is necessary.

Call Mr. Nichols  
281-5336



**SALESPERSON**

Mature, experienced part time sales help required for daytime hours.

Mens and ladies casual clothing store, Main Street, Markham.

Call  
294-0853  
for an appointment

**PART TIME**

Enthusiastic, energetic sales person who will be required to operate a register and provide friendly customer service. Part time includes days, evenings and Saturdays.

Apply in person  
Smoke Shop  
WOOLCO  
Markville Mall

**SALES REPRESENTATIVE**

Profit sharing Welding Supply Company requires an experienced Salesperson to grow with a young aggressive organization.

High income to right person.

Send resume to  
Box 261  
Milliken, Ontario  
L0H 1K0

**SALESPERSON**

Needed to promote new product recently introduced in Canada. Photo business cards. Excellent commissions. Repeat orders. Full or part time. Colroy Enterprises.

Ask for Ray, 690-7806.

**DENTAL RECEPTIONIST**

Full time

With some assisting. Some experience preferred. Call:

474-1800  
491-4871

**GREEN GABLES MANOR requires R.N./R.N.A. NURSING AIDE**

Please contact  
Barbara Peacock  
Director of Care  
640-1310