

Skilled & Technical Help 515

FURNACE OPERATORS

We have openings in our plant for FULL-TIME FURNACE OPERATORS, MONDAY to THURSDAY, FOUR-12 HOUR SHIFTS. Good wages and comprehensive benefits.

Apply in person to:
K.P. BRONZE LTD.
 20 ALLAURA BLVD.
 AURORA

Computer/Data Processing 520

COMPUTERS!!!

Do You Possess:

- good communicative and teaching skills
- good typing and keyboarding ability
- experience with mini computers, (Apple Macintosh is helpful).

For an opportunity to join an exciting and innovative new company in the Markham area call:
362-6430

Office Help 525

INSIDE SALES

CO-ORDINATOR TRAINEE

A personable, articulate, out-going, ambitious person required for an "Inside Sales Trainee" position with a fast-paced Markham company.

The ideal candidate would have 2 to 3 years business experience with a manufacturing company in the "Order Desk" function, or have general office experience with a strong desire and ability to train for an "Inside Sales" position.

Andex Metal Products Limited is a leader in the manufacturing and distribution of metal and related building products.

This "entry level" position with an expanding leader in its field makes this an excellent opportunity for the right candidate.

Please send resumes immediately to:

GENERAL MANAGER
 ANDEX METAL PRODUCTS LTD.
 61 Amber St.,
 Markham, Ont. L3R 3J7

ACCOUNTANT

We require a 2nd or 3rd level CNA or CGA with a minimum of 5 years experience. The successful applicant will be well versed in accounts payable and receivables, as well as having a sound knowledge of bookkeeping and financial statements. Experience in the graphics industry where remuneration is based on salary/commission and some knowledge of computers would definitely be assets. We have an extremely rewarding position for the right person. If you think that you are the right person, call now.

WOODBINE/STEELES
475-3181

AFTERNOON office help required in Clarendon. Call: 649-3336 or 640-3336.

Data Entry

Clerk

With general office experience.

Hwy. 7 - Leslie area.

Call Carol,

731-2415

Office Help

ORDER DESK ASSISTANT

Efficient, dependable person to assist in a busy distributor's inside sales department. Must be well organized, coupled with excellent typing skills, data entry input experience and telephone sales. Good benefits and salary offered in a pleasant working environment.

475-1030
 Ian Lurie

ORDER DESK PERSON

Receive and expedite customer orders. Entry of orders into system. Calculate quotations, maintain weekly and monthly reports, and various clerical duties.

Applicants must have previous Sales Order Desk experience and a good telephone manner.

Please apply to
PERSONNEL DEPARTMENT
EMERSON ELECTRIC CANADA LIMITED
 P.O. Box 150
 Markham, Ontario L3P 3J6
294-9340

PART TIME TYPIST/RECEPTIONIST

We required a part time professional who will blend into a challenging and busy environment.

HOURS:

Tuesday, Wednesday and Thursday evenings.

REQUIREMENTS:

- accurate minimum 50 w.p.m. typing
- strong organizational skills
- word processing/accounting experience (WANG) would be a definite asset
- excellent interpersonal/telecommunication/public relation skills

Salary is negotiable and will be based on candidate ability and experience.

Resumes will be accepted up to and including Wednesday, March 4th at 4:30 p.m. to Crosby Memorial Community Centre, 210 Main Street, Unionville.

MARKHAM

PART TIME DICTA TYPIST/RECEPTIONIST

Required immediately for insurance claims branch in the Town of Markham.

Please contact
Mr. C. Nichol
BRANCH MANAGER
294-2340

PART TIME SECRETARY

With accurate typing, shorthand and strong organizational skills. Required 3-4 days a week plus one evening meeting.

Please call
HERITAGE MARKHAM
477-7000, Ext. 208

GENERAL OFFICE ADMINISTRATOR

Fluency in French a must. Office duties to include reception, secretarial, customs/importing, word processing, etc.

Must be pleasant, neat, well organized and able to work with little supervision. Located in Markham/Unionville area. New Complex.

Forward resumes, stating qualifications and salary expectations to:

Box 4225
 Markham Economist & Sun
 9 Heritage Road,
 Markham, Ontario L3P 1M3

Allstate

FULL TIME JOB OPPORTUNITIES

We have entry level clerical positions available in our New Markham Head Office.

Qualified candidates should have:

- High School Diploma
- Minimum typing speed of 35 w.p.m.

Allstate can offer competitive salaries, a full range of company benefits including profit sharing, plus opportunities for future advancement. Interested applicants, please call:

Janice Edwards 475-4515

Brenda Thompson 475-4475

ALLSTATE INSURANCE COMPANY OF CANADA

ADMINISTRATIVE ASSISTANT

Rapidly expanding publishing company in Markham seeks an Administrative Assistant.

The successful candidate will work directly for the 2 principals of the company and is expected to have excellent secretarial skills; be able to communicate well with others and have a good command of the English language.

The company offers an excellent benefit package and salary is commensurate with experience.

Please send resume to:
 Personnel Department
CAMAR PUBLICATIONS LTD.
 130 Spy Crt.
 Markham, Ontario L3R 5H6

CLERICAL ASSISTANT

Ideal re-entry position for mature person. Full time position offering attractive company benefits and minimum wage.

Apply in person
 J. Sullivan
 White Rose Crafts &
 Nursery Sales Limited
 4038 Highway #7
 Unionville, Ontario

OLD FIREHALL SPORTS

PURCHASING SECRETARY

A position is required by an exciting innovative Sporting Goods Retailer in a busy and interesting environment, considered by many as one of Canada's finest small sports stores.

Previous general office experience is required with word processing skills a definite asset. We are looking for an individual who is highly motivated, organized and with good communication skills to assist in all levels of purchasing control and general office duties.

The successful candidate will be offered an excellent benefit package and a salary that is commensurate with experience.

Please phone Monday, March 2nd between 9-12 only.

475-8568

Leeann Jensen

Accounts Payable Clerk

An experienced AP Clerk needed for a busy computerized office.

A good accounting and computer background and a good working attitude are needed.

We offer a full benefits package.

For an interview please call
 Darlene Fenton,

669,9918

REAL ESTATE RECEPTIONISTS

Experience required. Typing minimum 50 w.p.m. Excellent phone manner a prime requisite.

20 hours weekdays and/or 12-14 hours evenings and weekends. Salary commensurate with qualifications.

471-6600

Terry Vogan
REMAX MARKVILLE REALTY LIMITED