

**CLERK**

To perform general office duties. Knowledge of accounting routine and typing required.

Apply in person to complete an application.

**C & M PRODUCTS LTD.**  
189 Bullock Drive  
Markham, Ontario

No phone calls  
Please

**Data Entry****Clerk**

With general office experience.  
Hwy. 7 - Leslie area.

Call Carol  
731-2415



**PART TIME  
RECEPTIONIST/  
TYPIST**

required for  
Real Estate Office  
Weeknights and  
Weekends

Call  
Norma  
294-1372  
Ext. 200

**FULL TIME  
RECEPTIONIST/  
SECRETARY**

For busy Stouffville Real Estate Office. Duties include: reception, typing, switchboard, etc. Experience preferred. A friendly competent manner with the public essential.

Please submit resume to  
**CENTURY 21 Gerry Meharg Ltd.**  
394 Main St. West, Unit 2  
Stouffville, Ont. L4A 2Z9  
or Telephone Cathy  
640-3131  
for an appointment

**PERSON  
FRIDAY**

required  
Full Time

Salary commensurate  
with experience. Esna  
Park/Denison area.

Call for appointment  
**477-9940**  
ASK FOR PAM

**PART TIME RECEPTIONIST**

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

Call  
Diane at 640-2082  
between 9:00 and 4:00

**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

**MEDICAL  
RECEPTIONIST/SECRETARY**

Required by Family Physician in Unionville.

**SKILLS:** Excellent typing (50 w.p.m.), strong bookkeeping and organizational skills. Good public relations, pleasant telephone manner.

**EXPERIENCE:** Previous medical office experience preferred. Dictaphone, word processing/computer experience an asset.

**QUALITIES:** Flexible, positive and cheerful, enthusiastic, mature, dependable, creative, initiator desired.

Full time position available immediately. Smokefree office. Submit letter of application, comprehensive typed resume and 3 references (including address and phone numbers) to:

Dr. Bill Dobson  
66 Forty Second St.  
Unionville, Ont. L3P 7K1

**MAIL CLERK/  
JUNIOR  
SECRETARY**

Temporary. Required for approximately 5 months. Duties will include mail, reception relief, clerical, use of a telex and some typing. Good command of the English language, pleasant telephone manner, neat appearance and at least 50 w.p.m. typing required.

**SHEPHERD PRODUCTS LTD.**  
Hwy. #7/Kennedy Rd.  
Markham, Ontario  
Please call  
**TERESA PUGLIESE**  
475-6454

**FULL TIME  
EXPERIENCED  
RECEPTIONIST  
ASSISTANT**

For Unionville  
Dental Office  
474-1800  
491-4871

**ACCOUNTANT**

A major, growing high technology firm has an opportunity for an individual that has experience with the operation of micro-computer based accounting systems (ideally ACCPAC). Accounting experience should include A/P, payroll, A/R, and inventory.

Position includes responsibility for administration of human resources and commodity tax filings.

The ideal candidate will have post secondary training in accounting. The position reports directly to the Director of Finance and Administration.

Please send resume to  
**TELEPANEL INC.**  
245 Riviera Drive  
Markham, Ontario  
L3R 5J9  
Att: Mr. J. Heaven

**ADMINISTRATIVE ASSISTANT**

Young aggressive growing company requires an Administrative Assistant in the Warden and Steeles area.

A pleasant telephone manner a must with general office experience preferred.

If interested please call  
**CHRISTINE**  
499-8449

**ACCOUNTING OFFICE CLERK**

Busy non-smoking office requires organized individual to handle Accounts Payable and other accounting functions to trail balance.

Previous bookkeeping and data entry experience are a requirement. Position also involves order desk and other secretarial functions.

Good salary and benefits offered in a pleasant working environment.

CALL SHEILA  
475-6932

**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

**GENERAL OFFICE STAFF**

Full time positions available for **RESEARCH CLERKS** with typing and filing experience.

Also, a **TELEPHONE CLERK** for customer service. Some computer experience preferred, but not essential.

Non-smoking office located at Woodbine and 14th Avenues.

Please send resume to  
Box 4228  
**Markham Economist & Sun**  
9 Heritage Road,  
Markham, Ontario L3P 1M3

**LOOKING FOR SOMETHING NEW?**

We have a position available now that will never give you a dull moment.

We want someone who is a self-starter, mature, willing to share ideas and be part of one of Canada's leading audio distributors. Good typing skills and some computer knowledge preferred. Non-smoking office. Please call:

**BARBARA FLETCHER**  
294-4833

**RECEPTIONIST/  
CLERK TYPIST**

Responsibilities include: answering phones, accurate typing, invoicing and general office duties.

Reply to  
**IDA BRUNI**  
474-1950

**CORPORATE  
CLERK**

Required immediately by Law firm. Woodbine/Steeles area.

Salary to commensurate with experience.

Please send resume to:  
Mrs. E. Peacock.

**Burstein & Greenglass**  
7481 Woodbine Ave.  
Suite 200  
Markham, Ontario  
L3R 2W1  
Or call 475-1266

**CLASSIC  
COMMUNICATIONS**

Requires

**Sales****Counter Clerk**

For Pay T.V. Pick-up Centre

Data entry experience preferred but not necessary.

Full benefit package.

For appointment contact:  
Georgie Wiggins.

884-8111 889-9880

**EXECUTIVE  
SECRETARY**

Energetic, flexible person required for general secretarial functions and special projects as assigned.

Must be pro-active, organized, able to assume responsibility and enjoy diversity.

Send resume to:

Brian Dawe  
**Habco Beverage  
Systems Inc.**

335 Steelcase Rd. E.  
Markham, Ont. L3R 1G3

**A.C. NIELSEN**

Has the following expansion opportunities:

**CODING CLERKS** - requiring good observation, grade 12 education. Some computer terminal skills would be helpful.

**CLERK TYPISTS** - requiring good typing, excellent communication skills, good organizational ability. Some computer terminal skills would be an asset.

**475-8048**

**ACCOUNTING  
CLERK**

Required immediately. Woodbine/Steeles area.

Must have Accounts Receivable/Payable experience, typing and be able to handle collections and customer inquiries. Excellent benefits.

Call Natalie Woods  
**475-6800**