

**BILINGUAL RECEPTIONIST/SECRETARY**  
**KNOLL PHARMACEUTICALS CANADA INC.**

Knoll Canada requires a Bilingual Receptionist/Secretary to join its dynamic team.

The right person will be:

- fluent in English and French, and can speak, read and write both languages
- is highly organized
- is well groomed, cheerful and self motivated
- has minimum of 5 years of office experience

This position offers the opportunity for strong personal growth. Competitive compensation and full benefit package provided.

Forward resume to  
 Miss C.H. Reeh  
 Office Administrator  
 Knoll Pharmaceuticals Canada Inc.  
 26-825 Denison  
 Markham, Ontario L3R 5E4

**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

**PART TIME RECEPTIONIST/TYPIST**

An immediate position is available for a part time Receptionist/Typist (3 days a week) with a rapidly growing international electrical manufacturing company in the Woodbine and Highway #7 area.

The company offers a secure position, excellent working conditions in a total team-oriented atmosphere. Above average company benefits.

Good telephone manner and typing a must. Knowledge of German language an asset. Contact:

**WEIDMULLER TERMINATIONS LTD.**  
 475-1507  
 Hana Radomil

**DATA ENTRY OPERATOR**

Large energy company located in the Warden/Steeles area requires a Data Entry Operator. Familiarity with IBM AT and XT would be an asset.

We offer a comprehensive benefit package and excellent working conditions. This is a full time, permanent position.

Please send resume to:

**ICG LIQUID GAS**  
 800A Denison Street  
 Markham L3R 5M9  
 Attention: Credit Manager

**JUNIOR OFFICE MANAGER**

We are a Markham based, progressive, distribution company. We are seeking an individual with strong typing skills, telephone experience and a flair for people.

The successful candidate will be bright and well mannered. Duties will include: clerical support, basic accounting, telephone order taking and general office procedures.

Salary commensurate with experience and ability.

Please send resume to  
 Box 4233  
 Markham Economist & Sun  
 9 Heritage Road  
 Markham, Ontario L3P 1M3  
 Attention: VICE PRESIDENT

**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**

**Receptionist**

Large retail drug store chain, located at Keele-Hwy. No. 7, has an immediate vacancy for an experienced Receptionist to work Monday to Friday, on a Logic 10 telephone system.

Some typing ability preferable, but not necessary.

Candidates must possess a mature and assertive attitude.

We offer a competitive salary and comprehensive benefit package.

For more information call E. McGrail.

**669-4900**

**CLERICAL PROGRAM WORKER**

Community Centre for older adults. Good clerical skills. Initiative, adaptability, organizational skills an asset. Ability to work with people a must. For application form call:

**477-4944** or  
 Send resume to Heritage Centre, 17 Anna Russell Way, Unionville L3R 3X3 by Friday March 20th.

**ADMINISTRATIVE OPPORTUNITIES**

Chesebrough-Ponds (Canada) Inc. a leader in personal and beauty care products, currently offers temporary administrative and secretarial work assignments to supplement our regular staff.

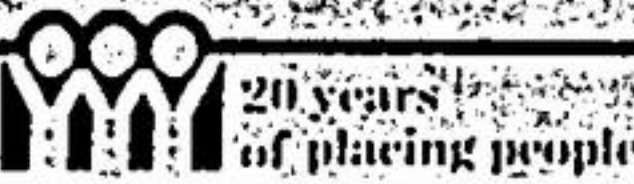
You will be called in throughout the year with at least 24 hours notice to assist with such duties as typing, switchboard, computer terminal and other administrative functions.

We offer you top rates of pay, a happy work environment, and the opportunity of using the company's subsidized cafeteria and store while at work. You will also be eligible to apply for internal full time job opportunities as they are regularly posted.

Interested applicants should apply in person to Norm Fisher or Bev Gale at the address below on Monday or Tuesday, March 16 or 17, from 10 am - 4 pm. To complete application and interview. Arrangement for later interviews may be made by calling 294-9770, Ext. 214. Preference will be given to applicants with previous office administrative work experience.

**Chesebrough-Ponds (Canada) Inc.**

150 Bullock Drive  
 Markham, Ontario  
 L3P 1W3  
 NO AGENCIES PLEASE



**SUPER STAR TYPIST!**

Join our friendly growing team of field staff and enjoy working close to home. We pay top rates, provide incentives and contests, and treat you right! Get to know our clients so we can get to know you and place you at the right job every time.

Returning to the work force and no experience candidates always welcomed.

**PLEASE CALL:**  
**ANNE OR DEBBIE**  
**492-8502**



**SECRETARY/RECEPTIONIST FOR STOUFFVILLE**

Established Contracting Firm

5 years minimum contracting experience. Typing 50 w.p.m. Good people communication skills.

Salary and benefit package.

**640-3113**

**PERSON FRIDAY**  
**\$16,000.00**  
 Are you challenged by variety and able to work on your own? We have 3 positions immediately available for outgoing, hardworking individuals to do a variety of clerical work. About 40 w.p.m. typing and developing into computer and word processing capacity. Experience not as important as responsible, mature and an ability to learn quickly.

**PLEASE CALL ANNE OR DEBBIE**  
**492-8502**

**CUSTOMER SERVICE FILE CLERK**

Requires good telephone manner; Grade 12 preferred.

Responsibilities include: bursting and filing invoices, supplying invoice copies, assisting customers and other general office duties.

Contact  
**R. Harrington**  
**477-0030**

**PROFESSIONAL TELEMARKETING TO \$25,000.00**

Saley? Energetic? Professional? Want earning potential? Salary base, great commission and bonus structure - Selling to businesses. Markham location.

**PLEASE CALL:**  
**ANNE OR DEBBIE**  
**492-8502**

**Secretary/Administrator**

A fast growing telecommunications company in Markham; requires a hardworking, adaptable Secretary/Administrator to handle incoming sales and service calls, typing and general duties.

Must have excellent typing, phone skills, a positive attitude and the ability to remain calm in a hectic business environment.

We are a non-smoking office.

Call Francine, at  
**TELECORPS,**  
**477-0160**

**LEGAL SECRETARY**

Required for General Practice

Please submit resumes to:  
**CATTANACH, HINDSON, SUTTON and HALL**  
 52 Main St. N.,  
 Markham L3P 1X5  
**294-0666**