

Office Help

PART TIME RECEPTIONIST/TYPIST

An immediate position is available for a part time Receptionist/Typist (3 days a week with possibility of future full-time employment) 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. Candidates must possess professionalism on the job, have above average communication skills and type 60 w.p.m. Good telephone manner and typing a must. Knowledge of German language an asset. Contact:

WEIDMULLER TERMINATIONS LTD.
475-1507
Hana Radomil

REGISTRATION/DATA ENTRY PERSONNEL

The Park & Recreation Department currently has part time day and evening positions available for Registration/Data Entry Operators. Positions require speed, accuracy and the ability to deal with high volumes. Candidates must possess professionalism on the job, have above average communication skills and type 60 w.p.m. Wang experience desirable. Applications will be accepted up to 4:30 p.m. Monday, March 30, 1987

Reply to



PARKS & RECREATION DEPARTMENT
8911 Woodbine Avenue
Markham, Ontario L3R 1A1
Attention:
Research and Integration Co-Ordinator

RECEPTIONIST/TYPIST

WHITE ROSE CRAFTS & NURSERY SALES LIMITED

Requires full time help with typing, filing, with good telephone manner and an aptitude for figures for our warehouse in Scarborough (Markham Road & McNicoll).

Apply in person to:
4038 Hwy. #7
Unionville, Ontario

Temporary Opportunities

If you enjoy either short or long-term assignments, then the American Express Temporary Pool has opportunities for you!

We have openings for Secretaries and Clerical Staff... and some of these assignments may lead to permanent employment.

If you have good clerical skills... accurate typing... a professional telephone manner... and, above all, personal high standards, please submit your resume or drop in and complete an application at:



American Express Canada, Inc.
101 McNabb Street
Markham, Ontario
L3R 4H8
(Warden Ave. north of Steeles)

RECEPTIONIST/TYPIST

Required immediately. Pleasant personality, good telephone manner and ability to type 50 wpm is necessary. Good starting salary, company paid benefits.

Woodbine/Steeles area
475-5884

Full-time Junior Office Clerk

Thornhill manufacturer (Bayview-John) requires general office help.

Typing and a pleasant phone manner a must.

889-6249

BOOKKEEPING ASSISTANT

For growing company. Experience of all aspects of Accounting and Payroll. General ledger to trail balance. Computer experience an asset.

Contact
Mrs. Gibb
474-0304

PERSON FRIDAY

With good organizational skills required by busy asphalt paving company. Duties include: typing, filing, assisting with A/R and A/P and answering busy telephone. Competitive salary.

Call Rick or Tom
474-0788

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

DATA ENTRY OPERATOR

Required Immediately

On computerized systems, accounts receivable, good telephone manner a must. Various office duties. Benefits, car necessary. Markham.

475-6777

Data Entry Clerk

Join our growing company as we move to Hwy. 404 and 7.

We need a flexible, well organized person. Must have good communication skills for customer phone inquiries and good CRT or typing skills. Banking or insurance experience, an asset. Please call Diane for an interview.

928-9593

PART TIME - If you are interested in working 2 or 3 half days as a Recept/Typ/Clk, our client at Woodbine/Hwy #7 offers lovely offices and a top hourly rate.

PART TIME - Construction co. Bayview/Yonge needs a Recept/ Sect'y. 3 days/wk. Good typing and aptitude for figures important. Good hourly rate.

IBM-PC TRAINEE - A growing computer co. needs a capable & pleasant receptionist with typing skills. Will train on IBM-PC. Salary \$16,000.

RIBO LICENCE - This insur. broker is expanding & needs a qualified Customer Service Rep. You must be experienced in personal lines with some knowledge of commercial. This position requires a take charge person who will work closely with the Gen. Mgr. Salary \$24,000. Other permanent positions, also available.

BROWNLEE PERSONNEL

Main St. Markham
471-6060

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

ADVERTISING SALES BUSINESS NEWSPAPER

We required an Advertising Salesperson immediately for a growing Markham Business Newspaper.

- * flexible hours
- * draw plus commission
- * previous experience an asset but not essential

Also Required
FREELANCE WRITERS
Call 471-8700

ACCOUNTS PAYABLE CLERK

Required for Markham head office. Previous accounts payable experience preferred. Salary based on experience. Excellent benefits.

Call
Paul Rawlings
475-6110

Bookkeeper

Experienced in all areas of Bookkeeping to trial balance. Some typing needed. Computer experience an asset. Own transportation. Send resume with salary requirements:

J.R. Anderson
Agencies Ltd.
2900 John St., Unit C
Markham, Ontario
L3R 5G3

Bookkeeper/Typist

Experience to P & L statement for Construction Company at Bayview/Hwy 7. Resume required.

731-4588

LEGAL SECRETARY

Experienced for corporate/commercial. W/P and/or shorthand an asset. Woodbine/Steeles.

Salary to commensurate with experience. Call:
Mrs. Peacock
475-1266

LEGAL SECRETARY

Required for Markham Law Firm. Knowledge of Word Processor beneficial. Please Call
GAMBLE AND GARBE
479-1900

LEGAL SECRETARY

Required for General Practice

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



PART TIME RECEPTIONIST/TYPIST

required for busy Real Estate Office
Weeknights and Weekends

Call
Norm
294-1372
Ext. 200

IMPACT COPY CENTRES

The Canadian Franchisor of Kwik Kopy has the following vacancy at its Markham office:

PART TIME RECEPTIONIST/TYPIST
Usual reception duties, 7 line phone, job involves some copy typing, must have good command of English and pleasant telephone manner.

To arrange an interview for the position please call:
491-5311

Please note ours is a non-smoking environment.

MARKHAM CHRYSLER

Requires

PART TIME CLERICAL PERSON

Flexible hours.
Call
Lynda Mallon.
471-1500

PERSON FRIDAY

Small business located in the Denison/Warden area requires immediately a person to assume various office duties.

Good typing essential. Non-smoker. Full time position, 9-5.

Call
Jane
475-3200

OFFICE CLERK

In Markham requires efficient person, fluent in English with good typing skills for general office duties.

Own transportation required.

Contact
GLORIA
477-7609

SECRETARY

Required for insurance office in Markham. Part-time afternoons, 3-5 days per week. Self starter, enjoys telephone work, general office duties, own transportation and non-smoker.

Send resume to
P.O. Box 44
Markham, L3P 3J5

Receptionist/Switchboard Operator
Required By
Thornhill Insurance Broker.
Pleasant telephone manner and good typing necessary.
Mrs. Bryce
889-4933

RECEPTIONIST/TYPIST

We require a Pleasant, Organized Receptionist with good typing skills.

Forward a resume to:
W. Carney & Company Inc.
Box 4235
Economist & Sun
9 Heritage Road
Markham, Ontario
L3P 1M3

RECEPTIONIST

required

For Insurance Brokerage office located in the Leslie/Hwy. #7 area. Pleasant courteous telephone manner. Various duties, typing a necessity.

Call Carol

731-9577

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

SECRETARY

Required for non-smoking legal office.

No experience necessary, will train. Shorthand required.

477-5151

PART TIME RECEPTIONIST/SECRETARY POSITION

Available in Local Chiropractic Clinic
9-5 Friday
8-12 Saturday
294-7001

RECEPTIONIST/TYPIST

Woodbine/Steeles area. Pleasant and courteous personality and bilingual an asset.

475-6330
Ext. 50

Receptionist

Required
For non-smoking office. Clean neat appearance, typing a must. Will train for further requirements.

Bright new offices, pleasant atmosphere, paid benefits. Leslie/Hwy7 area.
881-7025
Ms. Macdonald

RECEPTIONIST/SECRETARY

Position available immediately

Pleasant telephone manner essential. Woodbine and Steeles area - car necessary.

Call
477-8144

MARKETING PERSON

required for Young, aggressive Music Marketing Company. If you are creative, organized and have some related experience.

Please apply in writing to:
QUALITY SPECIAL PRODUCTS
1-480 Tapscott Road
Scarborough, Ontario
M1B 1W3

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

Secretary/Administrator

A fast growing telecommunications company in Markham, requires a hard working, 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

Sales Help & Agents 530

SALES PERSON PART-TIME

Required for Furniture/Design Concept. Experience necessary. Hwy. #7 and Woodbine Ave. Salary and commission.

479-1050

\$80,000

We are marketing an exclusive travel club with resorts in 51 countries. You will travel (with family) and make an exciting income. Part time effort will generate over \$3,000 in commission your first month.

We provide your own limited corp., office use, sale staff, ongoing training, promotional materials such as videos, leads and over \$100,000,000 in resort industry.

Your commitment is either full or part time along with a small investment to cover your TURN KEY BUSINESS OPPORTUNITY PACKAGE.

475-3127
Ask for Robert

SALES REPRESENTATIVE

We are an Automotive orientated Computer and Software Company. We require a professional individual to call on Automotive Dealers.

The individual must have a knowledge of the Automotive Industry. Computer knowledge is not necessary. We will train you in the computers. Excellent commission earning potential, car allowance benefits.

Forward a resume to:
W. Carney & Company Inc.
Box 4234
Economist & Sun
9 Heritage Road
Markham, Ontario
L3P 1M3