

Office Help

SOFTWARE LIBRARIAN

Position exists for a Software Librarian. Duties will include word processor operation, backing up of computer files, file editing. Be familiar with or willing to learn the following:
File manipulation (under the UNIX operating system), program compilation, Assembly and Version Control.
Basic requirements are grade 12 education, 50 w.p.m. typing, familiarity with word processing and must have organizational skills.
Please call Charlotte Munro
TIE Communication Canada Inc.
475-5577

SECRETARY/RECEPTIONIST

Required to perform secretarial duties including: invoicing, typing and word processing. Good starting salary and fringe benefits. 8:30 - 4:30.
For interview call KELLY at:
475-0200
WARDEN & STEELES

SECRETARY

We require an energetic, self-motivated, responsible individual, with good typing and dicta/shorthand skills for small busy office in Woodbine/Steeles area. Car essential. Salary commensurate with experience.
Please call
477-7826

ADMINISTRATIVE ASSISTANT TO VP - FINANCE

Small to medium size holding company requires, immediately, an individual to assume responsibilities for secretarial, administrative, and certain accounting functions. Experience with Lotus and a computer accounting package is preferred.
Salary plus full benefits. Company located in Markham. For full details call:
Michael Borys
475-6011

CLERICAL ADMINISTRATION ASSISTANT

National Executive Office of Independent Travel Professionals (ITP) has full time position available for Clerical Administration Assistant.
Please contact Linda Parenti, Office Manager.
477-3456 for interview

Canada Trust Realtor Commercial Division

COMMERCIAL REAL ESTATE OFFICE is seeking RECEPTIONIST/SECRETARY

With good typing and communication skills to work in the Woodbine-Steeles area. Must be self-starter with pleasant telephone manner to work in a friendly and active sales environment.
Responsible persons can call for interview during business hours.
A. HUGHES
475-2770

FILING CLERK

Required by Service company in Markham. Duties include: filing in alphabetical and chronological order, some typing and relief of reception.
CALL MARG FOR INTERVIEW
475-3000

OFFICE CLERK

Good typing skills, aptitude for figures, contact with members of a private golf club and a variety of office duties makes this position interesting. Own transportation required.
Call 293-4161

PERMANENT PART TIME WEEKEND RECEPTIONIST

Required Saturday and Sunday 9 a.m. - 6 p.m.: 52 weeks - will consider summer period if we are unable to hire long term.
General clerical duties, telephones very busy, typing, deposits, etc.
Apply in person to
MARKHAM CENTENNIAL CENTRE
McCowan Rd. (North of Hwy #7)
Behind Markville Mall

SECRETARIAL POSITION

Available. Applicant should possess some typing skills and have a pleasant telephone manner.
For an interview call:
475-2434

BOOKKEEPER
Aircraft dealership requires experienced bookkeeper to trail balance. Comfortable in computer environment. For details and interview contact:
Mrs. Ward, 498-6870

Receptionist/Typist

Progressive company located in the 404 and No. 7 industrial area requires a Receptionist/Typist for brand new head office.
Accurate typing, neat appearance and good telephone manner.
Starting salary \$15,500.
Send resume to: Irwin Industrial, 50 East Beaver Creek Rd., Richmond Hill, Ontario L4B 1G6. Attention: Nancy Miller.

HOME SUPPORT SERVICES

Required part time office help. 8 hours per week. Mornings only.
Call 640-6554

MARKHAM POSITIONS

SECTY. RECEPT. This high profile co. requires an attractive and capable individual who is willing to handle reception duties in their beautiful new offices as well as some secretarial duties. Good typ. skills necessary. Bilingual ability an asset but not essential. Good promotion opportunities all company wide job openings posted internally. \$18-\$20,000.

RECEPT/TYPIST. Due to a promotion, this rapidly growing interconnect co. needs to replace their receptionist. Good telephone manner and typing skills are important. Good advancement opportunities. \$16-\$17,000.

SECRETARIES. 2 position available for ambitious secretaries who like variety. WP, data entry, relief switchboard are some of the duties. \$18-\$20,000.

OFFICE SERVICES. Take charge of the mail room of this well-known Int'l Co. If you are organized & detail oriented, this is a challenge worth considering. Duties will include: mail distribution, mailing of bulletins, contracts etc., purchasing office supplies & inventory control. \$16,000.

RECEPTIONIST. Head office of this Int'l Co. needs a "First Class" Receptionist for their lovely new offices. A busy SI-1 switchboard, some typing and clerical duties will provide active days. \$16,000 with 3 mo. review.

MANY OTHER PERMANENT POSITIONS AVAILABLE CALL TO-DAY

BROWNLEE PERSONNEL
Main St. Markham
471-6060

PERSON FRIDAY

For Receptionist/Switchboard. Immediate opening. Typing and general office duties. Salary commensurate with experience.
764-3777



TOWN OF WHITCHURCH-STOUFFVILLE TREASURY DEPARTMENT FULL-TIME TEMPORARY (MATERNITY LEAVE REPLACEMENT) DATA ENTRY CLERK AND OTHER DUTIES AS ASSIGNED

QUALIFICATIONS: Previous experience in Data Entry, Typing, Bookkeeping and the ability to communicate with the public.

HOURLY RATE: \$9.32 per hour
HOURS: 8:30 A.M. to 4:30 P.M.
DATE REQUIRED: June 8th, 1987 to December 31st, 1987
Application forms are available at 19 Civic Avenue and will be accepted by the undersigned until 4:30 P.M., May 13, 1987.

E.E. Blackburn, A.M.C.T.
Treasurer
Box 419, 19 Civic Ave.
Stouffville, Ont.
LOH 1L0



TOWN OF WHITCHURCH-STOUFFVILLE SECRETARY
Clerk's Department requires an experienced secretary with a minimum 5 years' (preferably senior) secretarial experience, with academic certification of the equivalent experience. Strong skills including excellent written and oral English, typing, word processing, general office experience and the ability to work independently are required. Comfortable in dealing with the public. Excellent benefit package. Shorthand an asset.
Salary for this position from \$19,731 to \$23,019 with six months probationary rate at \$18,745. Apply in confidence with work resume to: Patricia Oakes, (Mrs.) Clerk Co-ordinator
Town of Whitchurch-Stouffville
P.O. Box 419
Stouffville, Ontario LOH 1L0
by May 6, 1987

UPPER CANADA POST & BEAM RECEPTIONIST/ TYPIST

With 1 year minimum office experience temporary full time position.
Call
BEV ROBERTS
640-6616

WORD PROCESSOR

Part time proficient in Word Star 2000+.
Woodbine & Steeles area
479-9220

LOAN CLERK

Full time, typing, filing and accounting. Experience an asset.
Apply in person
Guaranty Trust
81 Main St. W.
Stouffville

Receptionist Woodbine/Steeles Legal Offices

\$18,000 + + +
Poise and maturity are required.
479-7100

RECEPTIONIST/ TYPIST

Busy road contractor and asphalt manufacturing company in Scarborough. Good typing skills (60-70 wpm).
Please phone manager.
291-1986

RECEPTIONIST/TYPIST

Immediate position available for ambitious individual. Must have good command of English language. Duties include typing (50 wpm), filing, telex. Pleasant telephone manner essential.
Please call for appointment.
298-7905
Scarborough area

SUNKIST FRUIT MARKET FULL TIME POSITION AVAILABLE FOR OFFICE CLERK/ RECEPTIONIST

Apply at
Sunkist Fruit Market
500 Alden Road
Suite 212
475-7220

Scheduling Clerk

Required immediately, for Plastics Laminating plant located Hwy. 7 and Keele St., area.
Must have experience in inventory control and production planning.
Must be a self-starter with an aptitude for mathematics.
Knowledge of computer installation helpful.
Please call 661-2351, Ext. 42, for an appointment.

DOMTAR

Senior Data Co-ordinator

The Head Office of a large retail drug store chain has an immediate vacancy for a Senior Data Co-ordinator.
Interested candidates should have data entry experience, have a familiarity with general office procedures and enjoy working with figures.
We offer a competitive salary and comprehensive benefits package.
For more information call E. McGrail.
669-4900

RECEPTIONIST

We require a bilingual individual with some experience as a receptionist, some typing and strong communication skills.
Must be good with figures.
Competitive salary and a modern, congenial environment.
Qualified applicants please contact:
ANGELA BOZZO
AOCO LIMITED/LIMITEE
479-4545
(Hwy. 7 & 404 area)

SECRETARY/ BOOKKEEPER

A small growing medical products company is looking for a responsible, self-motivated individual with good typing skills and bookkeeping experience.
Duties include answering telephone, general office work and bookkeeping.
Competitive salary and excellent company benefits.
Send resume to:
MEDIONICS INTERNATIONAL INC.
1271 Denison St.
Unit 49
Markham, Ont. L3R 4B5
475-8431

RECEPTIONIST/ TYPIST

Our plastic converting company located in Scarborough, is seeking a Receptionist/Typist.
Duties would include answering telephones, general reception duties and typing of invoices.
Applicants should have a neat appearance, strong typing skills, and a good command of English.
Please forward resume only
Attention: Office Manager
Transilwrap of Canada Ltd.
333 Finchdene Sq.
Scarborough, Ont.
M1X 1B9

Receptionist/ Typist

Our busy office requires an outgoing, hardworking individual who does not let pressure get the best of them.
This position requires typing skills of 60 wpm., an aptitude for figures and detail and adaptability to any situation.
We offer an excellent benefit package/own transportation is required.
Call Pat Renshaw,
888-1931

RECEPTIONIST TYPIST

One year experience in office procedures. Must be accurate in typing and have 40-50 WPM and be able to handle busy switchboard.
Markham Road/
McNicoll Area
Call Shirley
298-9960

OFFICE ADMINISTRATOR

Well established agency responsible for planning and co-ordinating services in York Region requires immediately a bright enthusiastic individual with:
• excellent communication skills
• strong office management skills
• good bookkeeping knowledge
• top notch typing ability
• IBM PC knowledge an asset
Please deliver resume by May 8, 1987 to:
Executive Director
CHILDREN'S SERVICES COUNCIL
235 Eagle Street, Suite 200
Newmarket, Ontario L3Y 1J8
898-2907 773-2067

CLASSICOMM

Has an immediate opening for a:
Filing Clerk/
Typist
Duties include filing, typing of correspondence and reports and switchboard relief. Typing essential, previous office experience an asset.
This entry level position offers a bright and enthusiastic individual the opportunity to learn and advance within Classicomm.
Excellent benefit package includes Pay T.V. Call:
Pat Surette
To arrange an appointment
884-8111
889-9880

BE A WINNER WITH DRAKE

WE'VE ARRIVED IN YOUR NEIGHBOURHOOD... MARKHAM

RECEPTION TYPIST 13-15K
If you are bright, eager and friendly, you can start your career as a receptionist with this modern company located in Markham. This variety-filled position will pass the hours away quickly, while improving your typing and general office skills. Excellent growth opportunity, friendly co-workers. Call now.

CALL DIANNE KEIL
27 Wellington St. W. (2nd Floor)
Markham, Ontario L3P 1A3
471-8551

DRAKE PERSONNEL

DO YOU WANT TO EARN TOP 'DOLLARS'?? WOULD YOU LIKE TO BE INDEPENDENT AND TREATED WITH PERSONAL ATTENTION?

If you can type 50 w.p.m. or more, we will train or cross train you ABSOLUTELY FREE on a variety of word processors and keep you as busy as you like with the most lucrative assignments in a wide choice of reputable and friendly companies. Excellent temp or permanent positions are available NOW!
Call us or drop in to our office at:
ACCOUNT ABILITY
2 SHEPPARD AVE. EAST
SUITE 202
WILLOWDALE, ONT.
224-0770

URGENTLY NEEDED!

- Receptionist/Typists
- Data Entry Operators
- Secretaries
- Word Processors
- Accounting Clerks

BILINGUAL!
• Secretaries
• Receptionist/Typists
— Various locations - top dollars.
— Temp. or permanent positions.
— Evening/weekend interviews to fit your schedule.

ACCOUNT ABILITY
2 SHEPPARD AVE. E.
SUITE 202
WILLOWDALE, ONT. M2N 5Y7
416-224-0770

20 years of placing people

WORD PROCESSING TRAINEE to \$18,000 MARKHAM

Large International Computer Firm offers:

- FULL TRAINING
 - GROWTH POTENTIAL
 - COMPANY BENEFITS
- Excellent opportunity for a career minded, outgoing individual with good typing skills
• LOOKING FOR YOUR 1st JOB?
• RETURNING TO THE WORK FORCE?

PLEASE CALL
PEGGY or LINDA
477-7557



McMILLAN BINCH

SUPERVISOR of switchboard/reception required for large downtown law firm. Salary commensurate with experience.
V. Tkach
865-7128

Sales Help & Agents

SALARIED SALES TRAINEE

Our rapidly expanding plastics conversion company, requires additional sales help. Approximately one year will be required in our customer service department to gain the necessary knowledge of our products. Salary and other company benefits. Sales experience an asset.

Please forward resume only
Attention: OFFICE MANAGER
Transilwrap of Canada Ltd.
333 Finchdene Sq.
Scarborough, Ontario
M1X 1B9