

GENERAL OFFICE

Part time with bookkeeping and PC experience. Approximately 3 days/week, 15-20 hours. Active office environment with emphasis on customer satisfaction.

Reply in writing to
DATA PRODUCTS CANADA
15 West Pearce Street
Richmond Hill, Ontario L4B 1H6

MEDIA BUYER

For an aggressive Music Marketing company. Agency experience would be an asset. To develop into the Media Director position.

Apply in writing with resume to
QUALITY SPECIAL PRODUCTS
1-480 Tapscott Road
Scarborough, Ontario
M1B 1W3

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

RECEPTIONIST

Excellent telephone manner, some typing, filing, direct mail responsibilities. Must be well-groomed.

Salary \$15,000 plus benefit package.

Please call Camille at
DATASPACE CORPORATION
474-0113

OPPORTUNITY FOR INDIVIDUAL WILLING TO ADVANCE WITH GROWING BUSINESS

Must have typing skills of 50-60 w.p.m., and eager to learn Word Processing.

Must be versatile and willing to deal with the public.

Send resume to
PMI
74B Main Street
Markham
L3P 1X5

PERMANENT PART TIME DAYS

Well organized self-starter to work busy telephones. Good typing a must. Salary to compensate with experience. For confidential interview call:

Judi Atkinson
298-3113

PART TIME BOOKKEEPER
Needed
Hours flexible
Call
294-1104

PART TIME SECRETARY

required

Major duty - teacher dispatcher. Hours 7 am - 10:30 am. Excellent interpersonal skills and telephone use essential.

Call
John Clark
640-7800

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

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

RECEPTIONIST

An electronics company located near Highway #7 and Woodbine Avenue is looking for an experienced receptionist.

This person must be personable and have a professional and pleasant telephone manner. Duties will include answering a busy telephone system plus other miscellaneous functions.

Please call Mrs. Jean Chapman
for an appointment
475-8500

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

PERSON FRIDAY

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

764-3777

PART TIME DENTAL RECEPTIONIST

required
477-6650

Insurance Office

An aggressive, rapidly growing insurance brokerage has the following career opportunities available to experienced insurance personnel:

Commercial Servicer/ Marketer

5 years (plus) experience.

Personal Lines CSR

3 years (plus) experience.

We offer salaries and benefits that are competitive with Metro (Downtown) Toronto and a pleasant working environment.

Please contact Linda Handy,

Cosburn, Griffiths
& Brandham
Insurance Brokers,

1 Valleywood Drive, Suite 200,
Markham, Ontario L3R 5L9

479-6670

ACCOUNTS PAYABLE

\$17K

Brand new opening in a dynamic firm.

Experience required.

CALL JANET

733-4665

OFFICE ASSISTANCE

BANK OF NOVA SCOTIA MARKHAM PLACE MALL

requires a

TYPIST/CLERK

For
Part time days

881-4005

SERVICE DISPATCHER & CLERK TYPIST 2 POSITIONS AVAILABLE IMMEDIATELY

For persons with a good command of the English language. Applicants must be well organized and able to type.

Located at Hwy. 7 & Leslie St.
For appointment call:
Marilyn Stunell at:
731-8460

HOBART CANADA INC.



ENTRY LEVEL CLERICAL

We are looking for entry level applicants interested in joining expanding department in a busy Market Research firm. These positions will teach computer terminal and coding skills.

We offer a good starting salary, excellent benefits and flex-time.

If you have grade 12 education, good observation skills and an interest in computer terminal work, please call:

JUNIOR SECRETARY

We require a good typist who has some experience with personal computers and top organizational skills, to assume junior secretarial responsibilities in our busy Media Division. We offer a good starting salary, benefits & flex time.

A.C. Nielsen Co.
of Canada Ltd
100 McNabb Street
Markham, Ont. L3R 4S8
475-8042

Secretary/ Executive Receptionist

The Markham Branch of Lloyd's Bank has an immediate opening for a:

Secretary/ Executive Receptionist

Responsibilities will include typing, reception and various administrative duties. Qualified applicants will have related experience and possess strong organizational and interpersonal skills.

We are an innovative bank; committed to providing our employees with promotion opportunities, competitive salaries, and a comprehensive benefits package. Please send your resume in confidence to: Karen Cooper, Lloyd's Bank, Gateway Centre, 3000 Steeles Avenue East, Markham, Ontario L3R 4T9.