

## Tellers Secretary/Executive Receptionist

The Markham Branch of Lloyd's Bank has immediate openings for:

- Customer Service Representatives/Tellers
- Secretary/Executive Receptionist

Qualified applicants will have related experience and possess strong organizational and interpersonal skills.

Customer Service Representative/Teller applicants require previous cash experience and excellent communication skills.

We are an innovative bank; committed to providing our employees with promotional opportunities, competitive salaries, and a comprehensive benefits package.

Please send resume in confidence to: Kelly Hill, Lloyd's Bank, Gateway Centre, 3000 Steeles Avenue East, Markham, Ontario L3R 4T9.

## PAYROLL CLERK

Markham manufacturing company has an immediate opening for an intermediate payroll clerk.

Must be experienced on computerized system, preferably IBM-PC. Good salary and 100% benefits.

Apply in person at  
C & M PRODUCTS LTD.  
189 Bullock Drive, Markham  
— NO PHONE CALLS PLEASE —

## PERMANENT - PART TIME PERSON

Required for small sales office at Hwy. 7 & Leslie St.  
The work involves light office duties from 10 am - 3 pm daily.

Reply to  
P.O. Box 711  
Gormley, Ontario  
L0H 1G0

## PART TIME SECRETARY

Required for evenings  
JACKSON MOTORS

471-4505  
Village of Markham

## RECEPTIONIST/TYPIST

Required for busy label manufacturer. Accurate typing a must. Successful applicant must have a minimum of 2 years experience on a TIE switchboard or a similar phone system. Must be able to work under pressure. Full company benefits. Woodbine and Steeles area.

CALL JUDY FORSYTH  
475-0523

## 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



20 years  
of placing people

### PERSONNEL CONSULTANT

Here we grow again!  
Due to expansion, Hunt Personnel Temporarily Yours are looking for a high energy, self-motivated, experienced individual to join our fast growing Willowdale/Markham Office.

- 20 years in business
- Full client services
- Franchised operation
- Local service to the N.E. area of Toronto.

#### POSITION OFFERS:

- A Senior Temporary Consultant
- Salary, commission and bonus package with benefits
- Low turnover and a team playing atmosphere.

If you thrive on challenge, responsibility and are able to work in an unstructured environment, we'd like to meet you.

CALL  
ANNE SPIERS

### LEGAL ADMINISTRATOR \$20,000.00

Polished, professional legal firm requires an experienced secretary with real estate background. Excellent presentation and communication skills are required. Company benefits and good holiday package.

CALL  
LINDA OR PEGGY

### CUSTOMER SERVICE REP. — INSURANCE — \$20,000.00

Our client's steady growth has created a demand for an experienced personal lines representative. You must have excellent communication skills and possess a RIBO licence. The company offers an extensive benefit package.

CALL  
PEGGY OR LINDA

### PERSONAL SECRETARY \$22,000.00

Marketing Division of this large computer firm requires an experienced Intermediate Secretary with strong word processing. Excellent communication and organizational skills are essential for his busy environment.

CALL  
PEGGY OR LINDA

477-7557

HUNT  
PERSONNEL



MARKHAM  
BUSINESS &  
PERSONNEL  
SERVICES  
INC.

## OPENING MON., MAY 11th

Thornhill Square, 300 John Street  
Suite 404, Thornhill, Ontario L3T 5W4  
Now is the time for all good temps to come to the aid of our clients.

#### WE NEED:

- WP Operators
- Account Clerks
- Receptionists
- Data Entry Clerks
- Bookkeepers
- Legal & Medical Secretaries

Come in today for a chat  
and register with us.

764-3845

### ACCOUNTS RECEIVABLE \$16K

Brand new opening in a dynamic Markham firm. Experience required.

CALL JANET  
733-4665

OFFICE ASSISTANCE

## EXECUTIVE SECRETARY TEMPORARY

McNeil Pharmaceutical (Canada) Ltd. is a member of the Johnson & Johnson Family of Companies, manufacturing and marketing quality, ethical pharmaceutical products.

We require an Executive Secretary who is experienced in word processing (DisplayWrite III), using an IBM PC. This assignment will be for a temporary period of time reporting to the Vice President, Scientific Affairs. Above average secretarial skills and familiarity with medical terminology would be an asset.

Please reply in writing to the Manager of Personnel.

**MCNEIL  
PHARMACEUTICAL**

600 Main Street West,  
Strouffville, Ontario L4A 7X7

A Johnson & Johnson company  
"An Equal Opportunity Employer"

Applications are now being accepted for the following positions in our legal department:

## Secretary to the Assistant Town Solicitor

DUTIES: provide secretarial services for the Assistant Town Solicitor; coordinate all correspondence for the department and provide technical services for the Legal Department.

QUALIFICATIONS: previous experience, well-developed legal secretarial skills; continuing education or special training (i.e. community college or the equivalent) in legal secretarial techniques and procedures; high school diploma or the equivalent.

Salary range: \$20,654 - \$24,192

## Assistant to the Agreement Administration Clerk

DUTIES: Prepare drafts and final copies of site plan control and subdivision agreements; prepare and circulate amendments to previously executed agreements; respond to both internal and external enquiries regarding agreements; assist the Legal Department with other duties as required.

QUALIFICATIONS: Secretarial background through formal post-secondary school education and/or a few years' directly related work experience; proficient typing skills; excellent communication, organizational and interpersonal skills; high school diploma.

Salary: \$17,232 - \$20,198.

Please apply on or before May 15, specifying the position for which you are applying to: Department of Human Resources, The Town of Markham, 8911 Woodbine Avenue, Markham, Ontario L3R 1A1.

**MARKHAM**

## SECRETARY/RECEPTIONIST

Canadian Tele-A-Views Ltd., producer of the Markham Home Show, organizer and promoter of special projects, wants you to join the team. If you are a mature, responsible individual looking for a unique opportunity, come and talk to us today. You must possess good typing skills, effective phone manner, be well organized and willing to take initiative. Micro computer experience a definite asset.

Interested applicants please call SUE BLUNDELL at:  
477-2677



STANDARD  
TRUST

## SHORT TERM DEPOSIT CLERK/TELLER

Standard Trust requires a Short Term Deposit Clerk/Teller for its Markham branch.

Previous tellering experience preferred.

Must possess a sparkling, outgoing personality.

Salary commensurate with experience.

Reply in confidence by sending your resume to:

STANDARD TRUST COMPANY  
39 Main Street North  
P.O. Box 539  
Markham, Ontario L3P 1X3

Att: Mr. N. Bouikas