

Two positions available immediately
RECEPTIONIST/SECRETARY
 Typing, answering, phone and various other duties.
PART TIME BOOKKEEPER
 Must have typing, payables, receivables and general ledger knowledge.
 477-7460
 1001 Denison Street
 Suite G100, Markham
 MR. J. HOW

The Regional Municipality of York, a rapidly developing region in Ontario, has an opening for:
CLERK STENOGRAPHER/WORD PROCESSOR
 To perform a variety of stenographic duties for the Regional Clerk's Office and Word Processing (IBM/XT microcomputer with "Displaywriter 3" software) for the production of Committee agendas, minutes, reports and correspondence. Transcribe correspondence and reports from dicta, shorthand notes and/or handwritten copy.
 Qualifications:
 Excellent typing, shorthand, dicta and computer skills. Experience operating word processing equipment is essential. Demonstrated ability to set priorities, work independently within a steady workload and meet stringent deadlines.
 Salary range: \$625.68 to \$737.42 bi weekly with excellent employment benefits.
 Please submit resume by May 15, 1987 giving full particulars of qualifications and experience to:
 Human Resources Department
 The Regional Municipality of York
 Box 147,
 Newmarket, Ontario
 L3Y 4W9

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

RECEPTIONIST/TYPIST
 Required immediately for international company. Must be efficient, well-groomed, and have a good telephone manner. Good typing skills are a must.
 Please call
 Mr. Chow
 475-8570

BOOKKEEPER SECRETARY
 Small construction company in the Sheppard-Morningside area requires a Bookkeeper/Secretary. Experience with payroll and financial records would be a definite asset.
 Enthusiasm, initiative and a desire to learn are essential.
 281-4639

Computer Operator/Accountant
 Transportation company in Yonge-Steeles area requires experienced person to look after complete accounting function to trial balance and all computer input.
 This is a one person situation in a medium sized general office and definitely requires a mature self-starter.
 For appointment call B.J.,
 881-6500

Legal Secretary
 Medium size firm.
 Minimum 1 year general experience.
 Woodbine-Steeles
 479-7100

RECEPTIONIST
 Part time for dental office. Dental experience not necessary.
 Reply to
 Box 3661
 c/o The Tribune
 Stouffville, Ontario
 L0H 1L0

SUNKIST FRUIT MARKET FULL TIME POSITION AVAILABLE FOR OFFICE CLERK/RECEPTIONIST
 Apply at
 Sunkist Fruit Market
 500 Alden Road
 Suite 212
 475-7220

BOOKKEEPER Full Time Experienced
 McCowan and Highway #7 area
 477-5012

DATA ENTRY CLERK
 Interesting position in Marketing with medium size printing company in the Steeles/404 area. Varied duties: recording data, foreseeing trends, some word processing. Good starting salary.
 CALL PERSONNEL
 496-1000

LEGAL SECRETARY
 Full or part time
 Corporate and real estate. Excellent salary commensurate with experience.
 Call or write
 Simmons Associates
 7225 Woodbine Avenue
 Markham L3R 1A3
 474-0361

Receptionist/Typist
 For progressive automobile leasing company.
 Toronto Motor Car Leasing,
 20 Steelcase Road W., Unit 1B,
 Markham, Ontario
 475-2277
 Al Donnan

SECRETARY REQUIRED
 Mature person with payroll experience, must have own car. Woodbine/Steeles area.
 475-6192

FULL TIME POSITION
 SECRETARY/BOOKKEEPER required immediately
 Horticultural background an asset.
 SHERIDAN NURSERIES LTD.
 4077 Highway 7
 Unionville
 477-2253

EXECUTIVE SECRETARY
 CONSULTING engineers, Markham office, requires proficient IBM PC Wordperfect, reception, dicta typing and bookkeeping skills.
 477-8950

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

RECEPTIONIST/TYPIST
 For small office in Scarborough. Pleasant telephone manner and accurate typing essential, plus an aptitude for figures.
 Call Marilyn
 298-6622

DECK N' DEN THE SUMMER FURNITURE PEOPLE SALES PEOPLE
 Full/Part Time Salespeople required IMMEDIATELY
 At our Markham location Experience required
 Call
 477-9934
 Ask for GORD HASSARD

JUNIOR SECRETARY/RECEPTIONIST
 Experienced for small, non-smoking Markham office. Self-starter, have good typing and own transportation. Word processing helpful but not required.
 For interview call
 CHERYL MILNE
 477-7455

SECRETARIAL ASSISTANT
 Executive level experience required for Executive office in Markham. Must be well groomed, pleasant telephone manner, have good typing and the ability to handle a variety of situations and workload. NON SMOKING OFFICE.
 Call Carol Orr
 294-1372

POSTAL CLERK
 required
 For local sub-postal station. Suitable for person returning to workforce who is comfortable with numbers, detail minded and people oriented. Willing to train.
 Call Ms. Bartolini
 475-7711

RECEPTIONIST/SECRETARY
 For growing food import company.
 Pleasant working environment.
 479-8332

SALES AGENTS NEEDED
 Have you ever considered a career in real estate? Enthusiasm, hard work and the finest training available are the keys to a successful and rewarding career. The training never stops! You may work from your home or in conjunction with our offices. To see if you are suited please call and we will spend an hour sharing ideas with you.
 Call Brian Meharg
 640-3131
 CENTURY 21
 GERRY MEHARG LTD.

PART TIME MATURE CLERK/TYPIST
 Own transportation required
 293-4161
 Person Friday
 Required by R.V. trailer dealer, to assist in all aspects.
 Enthusiasm and outgoing personality essential.
 Please Call Gary
 881-9000

SECRETARY/OFFICE MANAGER
 For Pharmaceutical Marketing Firm
 Duties include secretary to Vice President, co-ordinate research projects and oversee clerical staff.
 Word processing experience an asset.
 Send resume to
 HEALTH INDUSTRIES RESEARCH
 500 Alden Road, Suite 215
 Markham, Ontario
 L3R 5H5

Sales Help & Agents 530