

Fabricators (FRP/PVC)

Should have good background in all aspects of custom plastic fabricating.

Helpers (FRP/PVC)

Experience preferred, but will train if necessary.

Good practical and learning ability a MUST

Apply in person to:

Alcore Fabricating Corp.
65 Newkirk Rd., Richmond Hill

889-4923

AUTO BODY REPAIR PERSON

Licensed with 5 years experience. min. Markham area.

471-6502



The following position is available at our Head Office Location in Markham.

CHEQUE TYPIST

You will be responsible for the typing, batching, data entry and balancing of cheques as well as filing.

You must be able to work on your own and to meet deadlines.

Fast and accurate typing (figures) and good communication and organizational skills, are essential. Office experience required.

To apply, please call: Sue Gibson, Personnel Supervisor, Company Store Operations, Beaver Lumber Co. Ltd., 7303 Warden Avenue, Markham, L3R 5Y6. 479-2255 ext. 2783.

INTERNATIONAL RECTIFIER

Growing semi conductor company in Markham has an opening for an aggressive yet conscientious individual for the O.E.M. sales desk.

Applicants should be familiar with on-line order entry and enjoy working in a fast-paced environment.

We offer a competitive salary and excellent company benefits.

CALL BOB MARTIN

475-7288

RECEPTIONIST/TYPIST

If your cheery personality bring you many compliments to your attention why not put it to work?

An impressive Markham firm seeks a sunny personality to greet their clientel this summer.

If your typing speed is 40 wpm +

CALL TRUDY TODAY

733-4665

OFFICE ASSISTANCE

ACCOUNTS RECEIVABLE SUPERVISOR

Requires good telephone manner; ability to work on a computer, an aptitude for figures, good organizational skills and grade 13 minimum. Responsibilities include: co-ordinating an office, handling customer inquiries and overseeing the completion of all month end procedures.

CONTACT R. HARRINGTON
477-0030

BILINGUAL CUSTOMER SERVICE REP.

Required immediately for a Medical Supplies Distributor in the Warden/Steeles area. Must be able to take sales orders, enter data, price and follow-up inquiries with Hospital accounts.

TELEPHONE 479-5500
ASK FOR MR. PHILLIPS

COLLECTOR/TRACER

An exciting career opportunity with an expanding national credit organizer. Applicants should be energetic, ambitious, self-motivated individuals. Experience helpful but not essential; we will train. Excellent remuneration package.

292-1221 — Mr. Dolson or Mr. Manchester

EXPERIENCED DATA ENTRY PERSON

Required for Woodbine & Riviera area. Salary commensurate with experience.

CALL FOR APPOINTMENT
751-1611

Economist & Sun

Has an opening in the Distribution Department for a:

PART TIME RECEPTIONIST

Hours are 5-8 Monday-Thursday and 8:00 a.m. - 12 Noon on Saturdays.

The successful applicant will have a pleasant telephone manner, ability to work with minimum supervision and enjoy a variety of duties.

For an interview please call

Jenni Hutt
294-8244

JUNIOR SECRETARY/RECEPTIONIST

For medium sized manufacturing firm in Warden/Steeles area. Good typing and organizational skills required. Word processing experience helpful.

Great opportunity to learn many facets of our growing operation. Full benefits.

475-7737

SENIOR PAYROLL CLERK

Required 2 days per week in the Warden/Steeles area. Fully experienced in all aspects of payroll application, both manual and computer.

475-7737

**LEGAL SECRETARY - Real Estate
LEGAL SECRETARY - Litigation**

Medium-sized Markham law firm is seeking to fill 2 positions in order to meet expanding needs.

Previous legal experience and good typing skills required. Word processing skills are an asset.

Immediate Opening
Call HOJ 294-7780

BE A WINNER

We have openings for the following positions:

TYPISTS

We require typists who have a minimum of 45 wpm. A wide variety of opportunities await you.

ACCOUNTING CLERKS

We are looking for individuals with an accounting background in manual or computerized systems. Typing is an asset.

RECEPTIONIST

Put your people skills to work for you. If you have a good telephone manner and enjoy meeting people we have several opportunities for you. Typing skills would be an asset.

RE-ENTERING THE WORKFORCE

We are always anxious to meet those candidates who are interested in getting back into the workforce. Put your skills to work for you. You can choose the work style that suits your life style. Make temporary work your career choice.

For more information on these positions and others please call:

Carol Ann Sullivan 471-8553
27 Wellington St. W.
Markham, Ontario
L3P 1A3

DRAKE

OFFICE OVERLOAD

WITH DRAKE



TYPIST SKILLS PAY OFF

- Your skills are worth good pay & benefits.
- Become a member of the C.D.I. team
- Work your own schedule. 1 - 5 days a week.
- Immediate openings.

Call or drop in today 471-7707
VILLAGE SHOPPES
70A Main Street North, Markham

CDI

Temporary Services, Ltd.
Formerly Preferred Personnel

Carole Milne & Associates Inc.

- Accountants to 32k, 2 yrs. computers, Don Mills & Willowdale.
- A/P, A/R, 20k, 2 yrs computers, Scarboro & Don Mills.
- Administration 26k, Bilingual & short-hand, Don Mills.
- Clerk typists to 17k, North York & Concord.
- Receptionist Administrator to 20k, Markham & Downsview.
- W.P. Secretaries to 22k, Scarboro & Richmond Hill.

229-4611 The People Pros!

TRIDEL'S WALDEN POND

Receptionist Secretary wanted

A part-time position two evenings a week plus Saturday OR Sunday, for a self-motivated, well groomed person with pleasant telephone manner. Good typing skills required, plus general office experience. Call for interview:

Mrs. Godwin — 479-1240

TELEMARKETERS

Full or part time

Required by general insurance agency for retail outlets in surrounding areas. Experience an asset but training will be provided.

Applicants must be aggressive and willing to work. Excellent remuneration.

CALL 865-1894 Karen Blasco