

LEGAL SECRETARY

required
FOR

GENERAL PRACTICE

CATTANACH HINDSON SUTTON & HALL
52 MAIN STREET, N.
MARKHAM L3P 1X5
294-0666

ORDER ENTRY OPERATOR

Individual required to fill an immediate opening in our order entry department.
Duties include: on-line order entry for national account base on Hewlett Packard 3000.
Qualifications: Minimum 5 years Canadian business experience, computer terminal experience or minimum 50 w.p.m. typing, good command of the English language. French an asset.
Applicants should enjoy customer relations, working in a fast-paced group environment.

Please send complete resume to
BAUSCH AND LOMB CANADA INC.
480 Denison St., Markham, Ont. L3R 1B9

OFFICE CLERK REQUIRED

We are a fast growing company in the automotive service industry who have recently moved to Beaver Creek Business Park.
We require a bright, energetic person to handle order processing on a busy order desk. The applicant should have general office experience (order desk experience preferred) and a pleasant telephone manner.
We offer a pleasant working environment, congenial atmosphere and good starting salary.

Please call for interview
764-3222 - LINDA

Office in Markham requires the following:

RECEPTIONIST

For switchboard operation and guest reception.

PERSON FRIDAY

Entry level position involving wide variety of general office duties.
Bright, brand new busy office in the Woodbine & Hwy. #7 area.

PLEASE CALL MRS. WALKER — 479-8590

OLD UNIONVILLE

Required for Ladies Fashion Store

FULL-TIME

JUNIOR ADMINISTRATIVE CLERK

Duties include: pricing, inventory control, daily balancing, some typing and filing. Knowledge of computer helpful. Non-smoker.

CONTACT MR. H. BLOM (Monday-Thursday)

477-8839

Billers

Data input clerks, permanent and temporary for afternoons.

Qualifications: 60 wpm, computer experience an asset.

Own transportation required.

Call Mrs Van Berkel
665-6552 Concord

**RECEPTIONIST/
CLERK TYPIST**

Woodbine/John St. area
Mature, responsible, accurate typist. Ability to screen calls.
Busy sales office. Good salary. References required.

474-0083

RECEPTIONIST

Unionville office, Saturday from 9-3, year round. Inquiries by high school will be considered.

Call 294-8916
Leave message

**PERSON
REQUIRED**

To assist Sales Manager in running small office.
Duties include: general clerical and typing, some accounting and phone work, inventory and purchasing.
Hwy. #7 & 404.

**CALL STAN FLAMER
477-0030**

**OFFICE
ADMINISTRATOR**

Capable of taking charge of a 1 girl office for a small group of companies in the Warden/Denison area.

Must be able to deal with all aspects of office procedures including: computerized bookkeeping, AR & AP, ordering, expediting and shipping goods, stock control, customer liason, typing and hopefully shorthand.

Salary commensurate with experience.

If you feel you could meet the challenge, please call:

475-5657

Remanco Systems Inc., designers, manufacturers and marketers of micro-computer based systems for restaurants and hotels worldwide, currently requires an:

**Accounts Payable
Clerk
(Temporary)**

The ideal candidate will have previous accounts payable experience in a computerized environment and possess excellent organizational skills. A minimum of 35 wpm typing speed is required along with the ability to work well under pressure and with minimal supervision.

The primary responsibilities will include matching purchase orders to invoices, inputting invoices onto the computer system, preparing department reports and reconciling accounts.

This is a temporary position for 3-6 months. Interested applicants are invited to call, Carolyn Tyrie, 475-2525.



SALES SECRETARY

\$17,000

MARKHAM

Fast paced publishing firm needs a high-energy individual to work in their marketing department. Word processing and good communication skills are essential in this friendly environment. Excellent benefits, summer hours.

CALL
PEGGY OR LINDA

**ACCOUNTS PAYABLE
SUPERVISOR**

\$23,000

Large dynamic company requires a career minded person to get involved in the overall processing of the accounts payable department. You must have a minimum of 5 years experience in AP and have a supervisory background. Excellent company incentives and summer hours.

CALL
PEGGY OR LINDA

477-7557



Beaver Lumber, Canada's national retailer in the home improvement market has an immediate opening for a:

JUNIOR RECEPTIONIST

The successful candidate will have a pleasant telephone manner, excellent communication skills and typing of 30 wpm.

Duties will include answering information systems telephones, opening mail and some typing assignments.

If you are interested please call:

Group Office Personnel
BEAVER LUMBER COMPANY LIMITED
7303 Warden Avenue,
Markham, Ont. L3R 5Y6
479-2255 ext. 2657



Remanco Systems Inc., designers, manufacturers and marketers of micro-computer based systems for restaurants and hotels worldwide, currently requires an:

**Administrative
Assistant
(Temporary)**

This excellent opportunity is ideal for someone with a minimum of 3 years administrative/secretarial experience who possesses a typing speed of 60 wpm. Previous computer/WP experience is essential along with excellent written and oral communication skills. Working experience dealing with corporate travel arrangements would be a definite asset.

This is a temporary position for 3-6 months. Interested applicants are invited to send their resume and/or call: Carolyn Tyrie, Remanco Systems Inc., 30 Centurian Drive, Markham, Ontario, L3R 6B2, #475-2525.



BOOKKEEPER

Experienced person required to handle bookkeeping duties. Part time.

Call John Whytall
DEER PARK INN
640-6060

BOOKKEEPER

required

For Import/Export firm
Warden/14th Avenue
Bookkeeper to trial balance.
Must have neat handwriting. Non-smoker.

479-8332

**CUSTOMER
SERVICE**

REPRESENTATIVE

As a leader in the consumer finance industry we are looking for a full time person in our Markham office.
Typing, organization, and math skills are required with the ability to deal with the public.

Apply in person
72 Wellington St. W.
Markham, Ontario
294-3730

RECEPTIONIST

For busy G.P.'s office, 30 hours per week, permanent position, good wages. Applicants should have pleasant telephone manner and be comfortable working with public.

Reply to Box 3664
c/o The Tribune
Stouffville, Ontario
LOH 110

**DATA ENTRY
OPERATORS**

A progressive company located in Scarborough requires 2 full time operators for our On Line Order Entry System. The successful candidates will have 2 years experience, be fluent in English, and be willing to work shifts (7 a.m.-3:30 p.m. and 10:30 a.m.-7 p.m.). Competitive salary and excellent benefit package.
Interested applicants should forward their resume in confidence to:



B. Fell
Admin Supr.
345 Passmore Ave.
Scarborough, Ont.
M1V 3N8

Clerk

The head office of a large retail drug store chain located at Keele-Hwy. No. 7, has an immediate vacancy for a Clerk with some experience.

Interested candidates should enjoy working with figures and be able to use an adding machine.

We offer a competitive salary and comprehensive benefits package.

For more information call E. McGrail.

669-4900

**COSTING
CLERK**

Must have aptitude for figures.

Steeles/Warden area

Phone

475-8232

**Receptionist/
Typist**

Full time position for an enthusiastic and reliable person with good typing skills and telephone manner.

Woodbine-Esna Park area.

Convex Systems Ltd.
889-5414

**Receptionist/
Typist**

For
Private Hospital

Alternate evenings
and weekends

Typing 45 wpm

Shouldice Hospital
Thornhill

For appointment call
Miss Edwards

889-1125

(Between 9:30 am. and 3:30 pm.)