

Required immediately for the Markham/Stouffville office located in the Woodbine/Hwy. #7 area.

SECRETARY/RECEPTIONIST

Duties include reception, typing, and other functions as required.

Applicant should have a good telephone manner, excellent typing and word processing skills. Must be flexible and able to handle a variety of situations and workloads. Salary commensurate with experience. Please forward resume with salary expectations to:



Ms. T. Osbourne
Markham Stouffville Hospital
Suite 205, 140 Renfrew Drive
Markham, Ontario
L3R 6B3

TYPIST

Required with an aptitude for figures to work in the Import Department.

Please apply in person to complete application at reception.

WHITE ROSE CRAFTS & NURSERY SALES LTD.
4038 Hwy. #7, Unionville
477-3330 — JACKIE SULLIVAN

Trucking company in Markham requires Clerk.

Call Peter at 494-2010
between 8 a.m. - 3 p.m.

Clerical Opportunities FULL-TIME

Scarborough General, a 770-bed community hospital, invites applications for the following day shift positions:

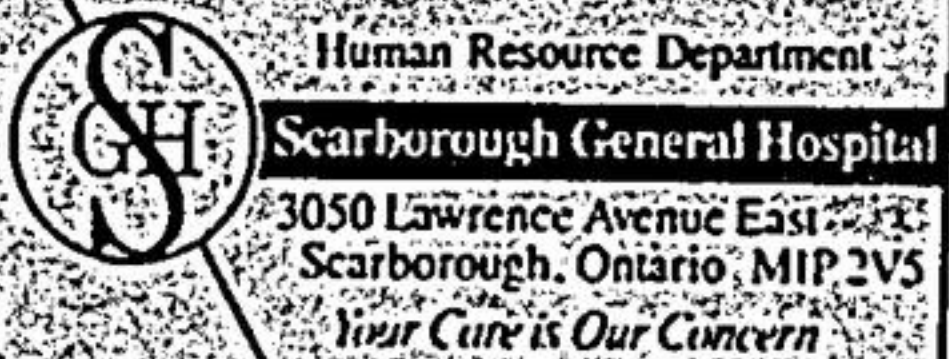
Senior Clerk Typists

Required for the Business Office. Applicants must have knowledge of accounting, computers, and business machines. Minimum 50 wpm typing and experience in dealing with the public required.

Senior Clerk Typist

Required for the Rehabilitative Medicine Department. Applicants must have strong typing skills (50 wpm); reception experience and a minimum 2 years' office experience. Candidates must be flexible and enjoy a busy environment.

Qualified applicants may submit resume to:



Human Resource Department
Scarborough General Hospital
3050 Lawrence Avenue East
Scarborough, Ontario, M1P 2V5
Your Care is Our Concern

ACCOUNTS PAYABLE CLERK

Required 3 days per week. Good typing and telephone manner required. Competitive salary.

Leslie and No. 7 Hwy.

Please call VALERIE
493-2963 or
889-5099

JUNIOR ACCOUNTING CLERK RICHMOND HILL

We have an immediate opening in our accounting dept. Candidates should have 40 wpm accurate typing and an aptitude for figures. Duties include relief typing, switchboard, filing, and general office.

We offer a competitive salary and extensive benefit package.

Call Mr. Francisco
883-1711

BOOKKEEPER

Some experience preferred. Required for Feed Mill in Whitevale.

Please call
294-1487

CLERK TYPIST/RECEPTIONIST

Gormley area

Call
Robert Donaghey
477-1804

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/BOOKKEEPER

To trial balance for retail business.

Apply to Box 438
Stouffville, LOH 1L0

Stating experience and salary requirements. Experience necessary.

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

SECRETARY/RECEPTIONIST

Person required immediately for Medical Company, Marketing Department in the Warden/Steeles area. Must have 3 years secretarial experience and exposure to switchboard operation. Strong communication skills, p.c. exposure, word processing and bilingual in French and English are all desired assets in the right person.

For interview call
479-5500
ASK FOR RICHARD HOTCHKISS

Insurance Office

An aggressive, rapidly growing insurance brokerage has the following career opportunity available.

Personal Lines CSR RIBO Licence

Computer experience a must

Realtime preferred.

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

Please contact: Alida Dubray,
Cosburn, Griffiths
& Brandham
Insurance Brokers
1 Valleywood Drive, Suite 200
Markham, Ontario L3R 5L9
479-6670



PERMANENT PART TIME SECRETARY

For Personnel Department of large Real Estate Company in Markham.

Must have good typing, excellent communication skills, like dealing with people and have an aptitude for detail work.

NON SMOKING OFFICE

Call Carol Orr
294-1372

Legal

Secretary

Emphasis on Real Estate & Corporate work. Salary commensurate with experience. Word processing & dictaphone an asset. Woodbine-Steeles area. Contact Joanne 479-3100.

Secretary
Experienced in word processing, typing and some general office duties. Required by office of Chartered Accountants.
Please Call
Carlo Depellegrin
881-3917

ACCOUNTS PAYABLE

Capable, mature individual to handle the accounts payable function.

Must have experience in a computerized environment and basic accounting knowledge.

Located at Woodbine & #7

Please contact
Personnel Department at
756-2400

SALES ORDER CLERK

Energetic, flexible bilingual French and English person required immediately.

Must be pro-active organized, able to assume responsibility and enjoy diversity.

Send resume to:

PAUL PRATT/
HABCO BEVERAGE
SYSTEMS INC.
335 Steelcase Rd. E.,
Markham, Ontario L3R 1G3

General Office Clerk

Some knowledge of keypunch operating an asset.

Hwy. 7-Leslie area.

Call Carole for appointment.

731-2411

RECEPTIONIST

Unionville office, permanent full time including 2 evenings/week. Some typing.

Call 294-8916
Leave message



ACCOUNT CLERK

Will be assisting with accounts payable computer inputting and miscellaneous duties.

Good organizational skills, pleasant phone manner and some accounting knowledge helpful.

Please call
Mr. Ray Boyle
294-1372
Ext. 244

CONSUMERS WATER INC.

Is looking for experienced personnel in telemarketing for their Markham office. Positive attitude is a necessity.

470-0140
Contact
Jennifer Doig



RECEPTIONIST/ TYPIST

Part time position with a busy Real Estate office. Must be able to type 40 w.p.m.

Call Norma Currie
294-1372
ext. 200

CHURCH SECRETARY & RECEPTIONIST

Part time, Wed., Thurs., Fri. mornings. St. James' Presbyterian Church.

Inquiries 640-3151

Sales Help & Agents 530

FULL TIME & PART TIME SALES

Sales people who have a flair for decorating are required for our new store, opening soon at 16th Avenue Shopping Centre.

Apply to the Manager at the St. Clair Store in the Sherwood Plaza, 100-146 Wellington Street, Markham or call:

294-4934

