

Office Help

**PERSON FRIDAY**

Needed immediately for a full time position in a non-smoking office.

Various duties include mail, printing, filing and stocking of supplies.

Must be able to type.

Please call Mrs. Phyllis Perkins

294-1372

**Clerk/Typist**

Required for the head office Personnel Department of a large retail drug store chain located at Keele-Hwy. No. 7.

Candidates should have good typing skills and knowledge of shorthand an asset.

Competitive salary and excellent company benefits.

For more information call E. McGrail.

669-4900



**CLERK TYPIST**

**PERSONNEL DEPT.**

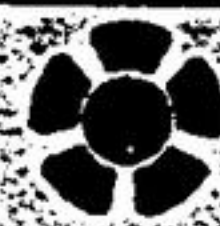
Required for large Real Estate Corporation in Markham.

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

Position available immediately. Non-smoking office.

Please call Carol Orr 294-1372

**DGS**



**ENJOY EXTRA DOLLARS \$\$\$**

Are you a "people" person?

Would you enjoy Reception Work??

Several of the Reception positions we have available require very little experience but a willingness to learn. Even your "rusty" typing could come in handy and earn you extra \$\$\$.

Call today for further information that could get you started back to the work force.

CALL OUR CONVENIENT NEW LOCATION

HEATHER or KAREN 764-6344

Markham/Richmond Hill area

9005 Leslie St., Suite #103

(at Hwy. #7)

Call us with confidence.

**PART TIME**

**RECEPTIONIST**

With good typing skills.

Some evenings and some Saturdays.

Competitive rate.

471-7171

**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:

TERRY, 475-5657



**Switchboard/Receptionist**

Full-time day position for person with typing 40 wpm. Pleasant telephone voice.

Contact: Kevin Harris

884-4441

Sales Help & Agents

530

**SERVICE REP.**

Growing Company requires Service Representatives for Ontario territories.

Please call or send resume to:

**NEW IMAGE**

1245 Reid Street  
Richmond Hill, Ont.  
L4B 1G4

764-5700

**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/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

**WANTED JUNIOR ACCOUNTANT**

To work in small firm in Markham area. Computer experience helpful. Full range of duties up to trial balance.

Call Lorraine or Joyce

475-6730

**RECEPTIONIST/TYPIST**

With experience in general office duties.

Person must have pleasant telephone manner and be able to type at least 50 w.p.m. Room for advancement. Immediate position.

Send resume to Mrs. A. Modica  
400 Esna Park Dr. #8  
Markham  
L3R 3K2

**Receptionist/ File Clerk**

Full-time permanent position.

Duties include typing, filing, telephone answering and other clerical functions.

Some previous office experience required.

Exceptional employee benefit package after 3 months service.

Richmond Hill location.

Call Mrs. Leo

884-8123

**RECEPTIONIST/TYPIST**

**Experienced**

Pleasant telephone manner. 50 w.p.m. Variety of office duties. Concord area.

Call Mrs. Roberts 669-1698

**SECRETARY**

Permanent position available in major firm relocating to Thornhill (Yonge & Steelcase), end of July.

Duties include: invoicing, filing, answering phone and accurate typing.

Recent graduate or someone re-entering the work force welcome.

Call Les 298-6656

to arrange an interview

**SALES PEOPLE**

Reap the financial rewards from selling Metroland newspaper advertising by selling and servicing Metro Toronto auto dealers. Due to expansion, we are looking for two aggressive sales people.

Rush resume to:

Mr. Mac Ward  
Metroland  
2100 Ellesmere Road,  
Unit 112,  
Scarborough, Ont.  
M1H 3B7

**AUTOMOBILE SALES OPPORTUNITY GENERAL MOTORS**

Due to our move to larger and more modern facilities we have an immediate need for experienced salespeople able to handle heavy floor traffic and large volume sales.

You must be able to attain our high standards of customer satisfaction.

If you feel you are this type of person and wish to earn an above average income, please call me for a confidential interview.

GARY ROBINSON  
General Sales Manager



NEWMARKET  
895-1171

**RECEPTIONIST/TYPIST**

Is required by a cosmetic packaging company. Duties include pleasant telephone answering and filing.

Located at Hwy. #7 and Leslie.

Please contact COSMOPACK CO.

764-3788

Ask for Miss Morrison