

Office Help

BE A WINNER WITH DRAKE

INTERMEDIATE SECRETARY 17-19K
An exciting opportunity awaits you in this fast growing company. Use your top organizational talents to handle a variety of secretarial tasks in this busy environment. Data entry experience and computer knowledge an asset. Excellent benefits, friendly co-workers, super environment. Call today for details. Dianne Keil 471-8551. Order K3061.

JUNIOR SECRETARY 16K
Looking for a career start? This well-established firm needs a bright individual who can relate to people. Along with typing and filing you will be involved with word processing. A good telephone manner and ability to deal with people are the order of the day. Good benefits and growth with this company. Call Dianne Keil 471-8551. Order K3076.

ASSISTANT ACCOUNTANT 25K
3-4 Level
Put your practical accounting experience to excellent use in these newly created positions with two well established firms — one in Markham and the other in Sheppard/Victoria Park areas. If you are industrious, well organized and have good hands-on experience in account analysis, costing and/or inventory and are interested in a growth orientated and professional environment, don't delay and call us right away. Excellent benefits. Call Dianne Keil at Markham 471-8551 or Cheryl Deveaux at Fairview 493-6880.

DATA ENTRY 15-16K
Are you detailed orientated and familiar with PC application? If so we have several clients in the Richmond Hill/Markham areas requiring bright, industrious individuals for their data entry departments. Professional offices, excellent benefits and room for growth are added bonuses. Call Dianne Keil at Markham 471-8551, Cheryl Deveaux at Fairview 493-6880.

27 WELLINGTON ST. W. (2nd FLOOR)

DRAKE PERSONNEL

20 years of placing people

MARKHAM/WILLOWDALE
SENIOR SECRETARY/WORD PROCESSING
UP TO \$13. PER HOUR
plus great incentives and bonuses

- DO YOU possess terrific typing skills, wonderful word processing talent and outstanding office experience?
- DO YOU want to work temporarily in this area with some assignments possibly leading to permanent placement?
- DO YOU want to test the waters for the field you are best suited for, working on assignments varying greatly in length and skill requirements?

If you answered yes to all 3, you are the right person for us!
We have a multitude of terrific assignments just waiting for your Senior Secretarial/Word Processing skills.

— We can keep you hopping!

Some samples of our immediate requirements

- Large International Company in Markham requires sharp Displaywrite III or AES Secretary for long term assignment; good potential.
- Indefinite assignment for a WANG W.P. Secretary at exciting design studio. Possibility of permanent placement.
- Short term assignment for a Wordperfect secretary for large Markham based firm.

CALL
DIANA, ANNE or DEBBIE
477-7557

HUNT PERSONNEL

This week I took home
\$350.00 cash
and some new luggage from
Drake Office Overload!

How was your week?

For further information on our incentives programs please call:
CAROL ANN SULLIVAN 471-8553
27 Wellington St. W.
Markham, Ontario L3P 1A3

DRAKE
OFFICE OVERLOAD

Allstate MAIL ROOM

We have an immediate opening in our Markham Head Office for a Business Machine Operator in our Mail Room.

The successful applicant must be a High School graduate with a valid driver's licence, willing to work shift work.

Allstate can offer a competitive salary, a full range of company benefits including profit sharing plus opportunities for future career advancement.

Interested applicants please call:

JERRY SOULLIERE 475-4475
ALLSTATE INSURANCE COMPANY OF CANADA

SALES DESK CLERK

Required for inside sales of a Building Supplies Co.
Experience in building supplies would be an asset.

THE MANAGER
741-5108

DGS group

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.

Clerical Opportunities PART-TIME

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

Emergency Admitting Clerks
Required for day/night shift rotation, including alternate weekends. Applicants must have excellent typing (50 wpm), strong interpersonal skills, and be able to work well under pressure. Approximately 15 shifts in a 6-week cycle.

Switchboard Operators
These positions require mature, dependable candidates with previous switchboard experience (SL-1 or Centrex). The successful applicants will be capable of working under stress with minimum supervision.

Shifts Available:
Weekends (rotating hours) or
Nights (11:30 p.m. - 7:30 a.m.)

Qualified applicants may submit resume, including shift availability, to:
Human Resource Department
Scarborough General Hospital
3050 Lawrence Avenue East
Scarborough, Ontario M1P 2V5
Your Care is Our Concern

STOCK DESK ORDER CLERK

Duties include placing parts orders for heavy equipment and trucks; maintaining inventory stocks; follow-up on back orders.

There is a lot of phone work in this very busy department.

Please call
PAMELA
475-6660

TEMPORARY OFFICE CLERK

Required for general office duties including reception. 8-12 week from 8:30 a.m. - 4:30 p.m.

CALL LOUISA
475-6330 Ext. 50

JUNIOR SECRETARY/PERSON FRIDAY

A mini business computer company (Warden & Steeles) needs an energetic person to perform a variety of office duties.

Main responsibilities will include operation of switchboard / typing / filing and other clerical duties. Knowledge of WP and computer data entry would be an asset. 1-2 years work experience preferred. Salary to commensurate with experience. Excellent benefits.

Send resume to
MDS Quantel Canada Inc.
204 Amber Street
Markham L3R 2J8

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

SMALL LAW OFFICE In Markham requires SECRETARIES
Work 3 nights/week

The other for full time in September with some experience in accounting. Legal experience not necessary.

Call Lorraine
475-5297

Invoice/ Office Assistant

Flexible self-starter required immediately by major tableware importer.

Position includes on-line invoicing, credit processing and other assignments as required.

Computer experience preferred.

Starting salary \$15,000. to \$16,000.

This is a permanent position with review and all company benefits after 3 months.

Please call Gerry Hunt,
Villero & Boch Tableware Ltd.,
55A East Beaver Creek Rd.,
Richmond Hill
731-6260

RECEPTIONIST/ CLERK TYPIST

Woodbine/John St. area
Mature, responsible, accurate typist. Ability to screen calls.

Busy sales office. Good salary. References required.

474-0083

JUNIOR FILE CLERK

Required for record retailer located north of Warden & Steeles. We are looking for a pleasant and well-organized individual. Main duties include matching of cheques; filing of paid invoices and mailroom duties. This is an excellent opportunity if you are looking to obtain office experience.

If you are interested please call
Kim Miller — 474-1900

SECRETARY/ RECEPTIONIST
Full time position

Send resume to
Markham Economist & Sun
9 Heritage Road
Box 4268
Markham L3P 3M3

HICORPS
OFFICE ASSISTANCE LTD.

10096 Yonge St., Richmond Hill

Jobs! Jobs! Jobs!

We Have Them
We Need You To Fill Them

Secretaries, WP Operators, Accounting Clerks, Clerk/Typists, Receptionists.

Call our friendly consultants to-day about the many, many permanent and temporary positions available.

884-6782

FIRST JOB: Excellent opportunity for recent graduate willing to start from the bottom. Training provided. No typing needed. \$12,500 - 14,000. Full benefits. Call for details.

JR. SECRETARY - If you agree variety is the spice of life, then this job will interest you. Part of your time will be spent in the Service Dept., greeting customers, answering phones and typing (45 wpm). Balance this with assisting other depts. and relief receipt/switchboard when required. A versatile individual who likes being busy is best suited to this position. \$16,000.

RECEPTIONIST - This fast-growing Markham co. is seeking a friendly outgoing personality for their main reception desk. Greeting VIPs, answering their busy switchboard and assisting with AR and clerical duties makes this reception position more interesting than most. \$16,500. Good Benefits.

CUSTOMER SERVICE - Company expansion requires an Assistant in this Service Dept. Processing orders, handling replacement/warranties, greeting customers and inventory control are some of your responsibilities. No typing required. \$18,000. plus benefits.

INSIDE SALES - Computer co. requires two individuals experienced in sales or telemarketing in either microcomputer or office products field. Base salary \$18-22,000 plus incentive compensation of another 50% of base salary. Benefits also offered. An incredible opportunity!

Other (RECEPTION) and (INTERMEDIATE SECRETARIAL) positions also available now.

IT'S IMPORTANT YOU CALL THIS WEEK - NEXT WEEK WE'RE ON VACATION

BROWNLEE PERSONNEL
Main St.-Markham
471-6060

Thornhill property management company requires the following positions:

Accounting Person
Preferably CGA student for payables. Word processing an asset.

Receptionist/Typist
731-6071

IMMEDIATE OPENINGS JUNIOR TYPIST
\$260.00/week + +

That High School typing course and outgoing personality can open the doors to these variety filled positions. Exposure to Data Entry an asset. Good growth potential.

Interpersonnel
298-3838

RECEPTIONIST

Growth has created an opportunity at this rapidly expanding high technology firm for an individual who possesses an excellent telephone manner, has word processing experience and who can perform the wide variety of tasks associated with this position.

Please send resume to
TELEPANEL INC.
245 Riviera Drive
Markham, Ontario
L3R 5J9
Attention:
Mr. J. Heaven

PERSON Friday required for small Markham office. Must have excellent dictation and typing skills. 294-8201.

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

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

For woodworking manufacturing firm. Responsible person, with good telephone, spelling and numerical skills. 1-2 years experience. Starting salary \$15K.

For interview call
475-5458
9 am - 5 pm
KARKI/PERMA WOOD
51 Bentley Street
Markham, Ontario

CONSUMERS WATER INC.

Office help needed with good phone manner for their Markham office. Positive attitude is a necessity.

470-0140
Contact
Jennifer Doig

Insurance Office

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

Personal Lines CSR
3 Years (Plus) Experience
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:
Johanna Dubray
Cosburn, Griffiths & Brandham Insurance Brokers
5 Valleywood Drive, Suite 200,
Markham, Ontario L3R 5L9
479-6670

PART TIME RECEPTIONIST

With good typing skills. Some evenings and some Saturdays.
Competitive rate.

471-7171

Family Trust 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