

Office Help

525

Hospital, Medical, Dental 535

Carole Milne & Associates Inc.

- BOOKKEEPER/SECRETARY TO 21K Warden/Steeles
- WORDPERFECT WP OPERATOR 18.5K Victoria Park/Steeles
- DATA ENTRY 17K Victoria Park/Steeles
- WANG WP OPERATOR TO 20K Leslie/Hwy. 7
- RECEPTION/SECRETARY 16K Victoria Park/Steeles
- PERSONNEL ASSISTANT 18K 404/7
- ACCOUNTING 20K ACCPAC: Leslie/7
- DICTA TYPIST 17K Victoria Park/Sheppard. Will Train Dicta. 40 w.p.m.

229-4611 *The People Pros!*

CREDIT & COLLECTIONS

\$18 +
• 2 positions available
• typing an asset
• min. 2 years experience
• large company, good benefits, good prospects.

ALSO SAME COMPANY REQUIRES
CREDIT & COLLECTIONS SUPERVISOR — \$20 ++
Please call Karen at D.G.S for further details:
764-6344

RECEPTIONIST

Junior position available for busy office in Markham. Duties include typing, telephones and mail. Person Friday-type work.
Call Debbie
474-0101

OFFICE CLERK

Diversified International Products requires a clerk for Data Entry and other office duties. Computer experience an asset, but not essential. (We will train if necessary) Good benefits. Woodbine/Denison area. Please call Marg at:
475-6311
For appointment

**Accounting/
Data Entry Clerk**

Required for a growing social service agency.
Minimum qualifications are 2 years of prior bookkeeping or accounting experience and quick and accurate data entry skills gained on an IBM PC.
Please forward resume and salary expectations to:
Controller, York Central Association for the Mentally Retarded, 475 Edward Avenue, Richmond Hill, Ontario L4C 5E5.

MEDICAL RECEPTIONIST (Part Time)

Must have a genuine interest in patients and be willing to learn. Experience not necessary.
Send resume to:
HEALTH ONE MEDICAL SuperCentre Mall 1661 Denison St. T39 Markham, Ontario L3R 6E5 479-6666

OFFICE CLERK

Required immediately. Duties include: telephone answering, order taking, filing, typing and general office duties. Salary commensurate with experience plus benefits.
Contact Laurie
881-3000

**PROOF READER/
CLERK**

Must have good English grammar skills. Six week assignment. Sunday to Thursday, 12 p.m. - 7 p.m. Woodbine/Steeles area.
Call Cathy
477-5744

KELLY SERVICES MARKHAM, ONT.

**RECEPTIONIST/
TYPIST**

Printing company is seeking an individual to assume a variety of office duties. Applicants must have a pleasant telephone manner.
Call 731-9230
Between regular office hours

CLERK/TYPIST
Markham-Finch
The Heatset Division of Metro-land Printing requires a junior clerk/typist in the Production Department to perform clerical functions, analysis, typing of production correspondence and switchboard relief. Some computer experience is desirable.
For an interview, please call:
Sandy Pearce
297-1900

We're quality connected.

CLERK/TYPIST

AMP of Canada Ltd. in Markham, a subsidiary of the world's largest electrical connector Company, requires a temporary person (37½ hours per week) for an indefinite period in the Personnel Department.

The successful applicant will have good typing, be PC knowledgeable, have good organizational and communication skills and enjoy working in a busy, people-oriented environment.
Please forward your resume to:
T. Guenther
AMP
AMP of Canada Ltd.
20 Esna Park Drive
Markham, Ontario L3R 1E1



TOWN OF WHITCHURCH-STOUFFVILLE requires
COMMITTEE SECRETARY
Excellent shorthand and typing skills required to act as a recording secretary for Committee meetings of Council. Good oral and written communication skills are essential. Word Processing and Municipal experience an asset. 1987 Salary Range: \$16,990 to \$19,731. Starting salary commensurate with qualifications and experience. Excellent benefit package. Submit applications to the undersigned by August 17th, 1987.
Mrs. P. Oakes, A.M.C.T.
Clerk Co-ordinator
Town of Whitchurch-Stouffville
19 Civic Avenue, Box 419
Stouffville, Ontario.
L4A 7Z6

CLERK TYPIST

A versatile person is required immediately for Service Office functions. Applicant should be well organized, have an aptitude for figures, have a pleasant telephone manner and possess typing skills.
Located at Hwy. 7 & Leslie St.
For appointment call:
Marilyn Stunnell
731-8460
HOBBART CANADA

Clerical Opportunities

Scarborough General, a 770-bed community hospital, invites applications for the following positions:
Junior Clerk Typist RADIOLGY - FULL TIME
Applicants must have strong filing and reception skills. Minimum 40 wpm typing required. Preference will be given to candidates with a medical secretarial course and/or medical office experience. Must be able to work in a busy environment.

Senior Clerk MEDICAL RECORDS PART-TIME

Applicants must have previous office experience, preferably in a health care environment. Excellent filing and reception skills required. This position involves working day/evening shifts (7:30 a.m. - 3:30 p.m./3:30 p.m. - 11:30 p.m.). Approximately 3 shifts per week, including some weekend coverage.
Qualified applicants may submit resumes to:
Human Resource Department
Scarborough General Hospital
3050 Lawrence Avenue East
Scarborough, Ontario M1P 2V5
Your Care is Our Concern.

RECEPTIONIST

Required for Nursery in Balantrae. Duties include typing, telephone and mail. Experience in the nursery business an asset.
Please call
640-4730



MORTGAGE CLERK

Needed for expanding department. Basic bookkeeping essential and computer experience an asset.
For an interview please call:
Nancy Mahanger
294-1372
Ext. 216

CLERKS TYPISTS

Long and short term jobs available to those who wish to work in the Markham/Richmond Hill area. We also offer:
FREE DATA ENTRY WORD PROCESSING TRAINING

on 3 data entry systems, 5 word processing systems & 11 personal computer software programs.
To qualify, 10 key adding machine or 40 w.p.m. typing skills are required.
CALL TODAY
477-5744

KELLY SERVICES MARKHAM, ONT.

Inventory Control Clerk

Required to maintain our Industrial Inventory Records.
An aptitude for math necessary.
Computer experience and typing an asset.
Location: Keele/Hwy 7 area.

Please Call:
Ellen Choffe

661-2351

DOMTAR



REAL ESTATE RECEPTIONIST/ SECRETARY

Permanent part time, 4 hours daily. Monday - Friday in our Markham Branch.
Real Estate experience preferred but not essential. Pleasant and courteous telephone manner and typing skills a must.
May lead to permanent full time.

If interested call
Miss Smith
498-9800
SAFEGUARD R.E. LIMITED RLTR.

**RECEPTIONIST/
SECRETARY**

Must be mature and well organized. Accurate typing required.
ERTL & ROWAN 731-7834

WANTED PART TIME

Mature, responsible and aggressive Receptionist/Sales Co-ordinator for 3-5 nights per week, 4-5 hours per night (some day hours can be arranged). Must speak well and dress accordingly. Pay above minimum wage. Start immediately.
EVENINGS 887-5420 DAYS 294-5517

The State Farm Insurance Company, located at Woodbine/Steelcase Road, MARKHAM (relocating to Warden and Steeles) has immediate openings for the following.

***Mail/File Clerk *Claim Service Clerk**

If you are an energetic individual seeking a fast-paced environment, we are looking for you. You can effectively communicate with the public, have a superior phone manner, and excellent typing skills. Data Entry experience is an asset for the Claim Service Clerk position. These opportunities offer a competitive salary, cost of living bonus, and an outstanding benefits package. To arrange a confidential interview, call Betty Rockall (416) 298-5015, or forward your resume to her at: The State Farm Insurance Company, 1801 Brimley Road, Scarborough, Ontario M1P 3H3.
"An Equal Opportunity Employer"
STATE FARM
The State Farm Insurance Company
1801 Brimley Road, Scarborough, Ontario M1P 3H3



**DATA ENTRY/
KEYPUNCH**

WARDEN/STEELES - EVGS
We have an opening for part time Data Entry/Keypunch Operators trained in 024, 026 or similar type equipment. Candidates should be prepared to work 4-5 evenings per week from 5-10 p.m. or 6-11 p.m.

CODING CLERK

Coding is the first step in a series of operations leading to the creation of our marketing reports. A.C. Nielsen, Canada's leading Market Research Firm, currently needs individuals with a minimum Grade 12 education, who have an eye for detail, a facility with numbers and an interest in learning to work on a computer terminal to start work in this area. We offer a competitive salary and benefits, flexible work hours and an agreeable working environment.

A.C. NIELSEN CO. OF CANADA LTD.
160 McNABB STREET
MARKHAM, ONTARIO
L3R 4S8
475-9660

**SECRETARY/
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.

Salary commensurate with qualifications and experience.

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

**\$30,000.00 PLUS
MANAGER,
TRINEES & SALES REPS**

Required by Canadian manufacturer for sales offices in Markham, Willowdale and Mississauga. Salary plus commission. Excellent benefit package including dental and drug plan.
CALL JANE 497-2434

GREEN GABLES MANOR
Has an immediate opening for a Nurse's Aide. Prior experience not necessary. We will train. Contact:
Mrs. Barbara Peacock
640-1310

GREEN GABLES MANOR
Requires an R.N. or R.N.A. with medication course. Competitive salary and benefits.
Call Barbara Peacock
Director of Care
at 640-1310

Hotel/Restaurant 540

EXPERIENCED COOK

Housekeeping and Dishwashers Waiters and Waitresses
MAPLES LODGE 640-4882

Teaching Opportunities 545

ECE - or equivalent to assist teacher. French an asset.

SUPERVISOR - for before and after school program. Homemaker welcome.

298-3982

284-7749

MUSIC

TEACHERS
required
A.R.C.T. preferred
Please call
FINE ART OF MUSIC 471-4656

Sales Help & Agents 530

WANTED PART TIME

Survey personnel, phone and door-to-door required. Mature person who speaks well and can meet people easily. Must dress well and have transportation. Markham and Unionville area. Make your own work schedule, minimum 3 hours per day, 3 days per week. Pay by commission, no maximum - mostly night time hours, days also acceptable.
EVENINGS 887-5420 DAYS 294-5517

Sales Help & Agents 530



NOW HIRING

Salespersons for ladies and mens clothing store.
PERMANENT: Part time Full time
Applications available at store.

Employment to begin September 1.
205 Main Street, Unionville
477-8659

HOLD IT

Do you have what it takes? Due to expansion a National Food Company has 9 positions vacant in our Route Sales Department. We want self-motivated people that can work unsupervised and have the potential to earn \$600. - \$800.00 per week.

We offer:
• Above average commission • Full training
• Company vehicle & travel • Growth potential within our organization
For interview time and date call:
299-4965 673-9484

Telemarketing Telemarketing

WORLD CLASS RESORTS

A rapidly expanding vacation company, #7 Hwy./Leslie area, requires full and part-time persons for telemarketing positions. We offer good leads, clean modern office, excellent hourly wages plus bonuses. No experience - will train. Call Mon. - Thurs., 12:00 p.m. - 7:00 p.m.; Sat. - Sun., 12:00 p.m. - 4:00 p.m. Ask for Joe or Sheri at 731-8000.

