

summit

Busy Telemarketing firm in the Warden/Steeles area has the following opportunities available:

INBOUND OPERATORS — Up to \$8.00/hr. Duties include answering telephones, taking orders, data entry and some administration. Typing skills of 35 wpm required. Bilingual (French/English) an asset. The following shifts are available:

Full-Time Mon-Fri 8:00 a.m. to 5:00 p.m.
 Part-Time Sat. & Sun. 8:00 a.m. to 5:00 p.m.
 Mon-Fri 4:30 p.m. to 12:30 a.m.
 Sat. & Sun. 4:30 p.m. to 12:30 a.m.
 Sun-Thurs. 12:00 a.m. to 8:30 a.m.
 Fri. & Sat. 12:00 a.m. to 8:30 a.m.

OUTBOUND OPERATORS — Up to \$8.00/hr. Duties include telephoning client lists for Market Research, Lead Qualification, etc. Business to business only. Typing skills of 35 wpm and bilingual (French/English) an asset. The following shifts are available:

Full-Time Mon-Fri 9:00 a.m. to 5:00 p.m.
 Part-Time Mon-Fri 1:00 p.m. to 5:00 p.m.
 Mon-Fri 1:00 p.m. to 9:00 p.m.
 Mon-Fri 5:00 p.m. to 9:00 p.m.

To arrange for an interview, please call Lorraine at 477-7373.

**JOBS!
 JOBS!
 JOBS!**

We have many temporary and permanent opportunities. Experience not always necessary. Openings include clerical, typing, reception, data entry, accounting and secretarial.

CALL TODAY 471-7707 or 889-4130
 CDI Temporary Services, Ltd.
 VILLAGE SHOPPES
 70A Main St. North, Markham

HERE WE GROW AGAIN!

A young, growing consumer electronic rental company requires an **JR. ASSISTANT FOR THE OFFICE MANAGER**.

Past experience in general office duties in a consumer service environment is a must. We are looking for a well organized, detail oriented, and energetic person. We offer competitive salary and benefits, excellent growth potential and a busy but excellent environment.

If you are looking for a job in which you want to get ahead, and meet the above criteria, please call:

BONNIE — 499-8449

OFFICE HELP

Expanding Unionville area company is looking for well organized individuals to work in order processing department.

Accurate typing for computer input. Will train. No experience necessary.

To arrange an interview please call:

CHRIS HAMMOND - 477-5600

RECEPTIONIST/GENERAL OFFICE HELP

WANTED - Person with good people skills for switchboard and office help. Typing is not a necessity.

Send resume to
MARSHALL REFRIGERATION CO. LIMITED
 130 Riviera Drive
 Markham, Ontario L3R 5M1
 Attn: RITA MARSHALL - 479-1212

Immediate opening at the

Economist & Sun

FOR VISUAL VERIFIER

Great part time job for students. Good hourly wage, plus mileage. Monday to Thursday from 5:00 - 8:00 p.m. Saturday 10:00 a.m. to 1:00 p.m.

Call today, 9:00 a.m. to 5:00 p.m.
 Barry Goodyear
294-8244

TEMPORARY LEGAL SECRETARY

required

Full or Part time
LITIGATION EXPERIENCE PREFERRED
CATTANACH, HINDSON, SUTTON & HALL

52 MAIN STREET, N.
 MARKHAM L3P 1X5
294-0666

RETURN TO WORK?

EASE BACK INTO THE WORK FORCE WITH OFFICE ASSIGNMENTS THAT YOU ARE COMFORTABLE WITH.

- CLOSE TO HOME
- UPDATE AND LEARN NEW SKILLS
- EXCELLENT WAGES

WE ARE A NATIONAL COMPANY WITH TOP QUALITY CLIENTS.

Please call
 for an appointment

DIANA
477-7557



ACCOUNTS PAYABLE/LEASING CLERK

Required immediately

Experience preferred, but not essential.

Contact Barbara Morley
 246 Wellington St. W.
294-1440

EDUCATIONAL PUBLISHER

Has openings in their Telemarketing Division. Must be able to converse fluently with school principals, teachers and librarians. Great job for mom's of school aged children. Offering flexible hours, Christmas, March Break and summers off. Good hourly rate.

Please contact **GEORGINA RASMUSSEN**
474-0333

GENERAL OFFICE CLERK

For preparing bank deposits. Must have aptitude for figures. Typing skills required.

Some computer input.

Call **RITA, 477-5600** AT 232 2100 1111

PATIENT RELATIONS SPECIALIST

Efficient, well-organized and productive Receptionist required for busy Chiropractic office. Reception, phone and related duties. Some office experience an asset.

SALARY OPEN

Apply in person to
WEST CHIROPRACTIC CENTRE
 4747 Hwy. #7E
 Unionville, Ontario

1 PERSON OFFICE

Accounts receivable, accounts payable, trial balance, payroll, some typing, telephone.

Send resume to
ASCOT MILLWRIGHTING LTD.
 85 Ferrier Street
 Unit #1
 Markham, Ontario
 L3R 2Y9

RECEPTIONIST

Required for bright new modern non-smoking office. Paid benefits. Four line telephone, word processing, order-taking, and book-keeping.

Ms. Macdonald
881-7025

RECEPTIONIST

Markham area high-tech company seeks experienced person to handle switchboard plus. Pleasant non-smoking environment, attractive remuneration and fringe benefits to the right person.

CALL
MRS. KORHONEN
475-9777

RECEPTIONIST

Requires good telephone manner. Grade 12 preferred.

Responsibilities include: answering phone and general office duties. Typing an asset.

CONTACT
S. SHACKLETON
475-9330

RECEPTIONIST TYPIST

General office duties. Minimum 50 wpm typing. Willing to train.

Warden/Steeles area.
477-8333

RECEPTIONIST

Must be people oriented with: phone experience, typing and general office skills.

This candidate must be self-motivated to aid in this dynamic company's expansion.

Midland and Finch.

Contact Dina
297-7377

PART TIME RECEPTIONIST/ TYPIST

We requires a receptionist/typist with some knowledge of word processing. Starting in September with own transportation. References required.

764-6818

Office Clerical High Profile

Doncaster Home Healthcare Centre requires full-time positions in their Head Office location at Steelecase Rd. and Woodbine.

Office experience preferred for all three positions.

Order Desk Purchasing And Collections

Retail experience is preferred for the

Sales Clerk

Position in the Woodbine store with opportunity to promote to Management Trainee.

We offer excellent benefits and wages.

For more information call S. Stoodley, at

474-9245

JUNIOR SALES ORDER PROCESSOR

With 1 - 2 years experience in computer entry. You will process sales orders, expedite, maintain inventory records and prepare invoices. Lotus 1-2-3 an asset. Accuracy a must. Apply in person. Tele-Radio Systems Limited
 121 Hanlan Rd.
 Woodbridge
 851-2231

Sales Help & Agents **530**

RETAIL ACCOUNT EXECUTIVE

For Lifestyle magazine publication. We're looking for a creative, outgoing sales representative with some previous experience in magazine sales. Freelance positions available.

Interested candidates should contact:

Jacqueline Wilson at
292-8491

DESIGN STUDIO

Specializing in corporate brochures and advertising, requires dynamic sales person(s) to set up and service new accounts. Must have sales experience and own car. Draw against commission. Call 298-2009.

EXPERIENCED SALES INDIVIDUAL

Required by high volume car dealership. Top rate commission paid. To arrange a confidential interview call between 10 a.m. - 12 noon.

LARRY COTTER FORD L.M. SALES LTD.
 Stouffville
640-4541

RETAIL ACCOUNT EXECUTIVE

For Lifestyle magazine publication. We're looking for a creative, outgoing sales representative with some previous experience in magazine sales. Full time and freelance positions available.

Interested candidates should contact:

Jacqueline Wilson at
292-8491

MERRYLAND TOYS

Full time Sales Person required at toy store, Markville Shopping Centre.

477-6490

WORD PROCESSING SECRETARIES

TO \$21,000
 Large friendly computer firm in Markham offers excellent growth opportunities for career minded, outgoing individuals with excellent typing skills and flexible working attitudes. Willing to train on W.P. beautiful offices, plus company benefits. Car an asset.

ADMINISTRATIVE CLERK MARKHAM

Decided not to go back to school! Sensational opportunity for a bright career oriented junior to join this major manufacturing firm in their graphic arts department. Will train. Excellent benefits.

RECEPTIONIST/ SWITCHBOARD

TO \$8.50/HOUR
 Outgoing, friendly, at ease with people?
 Work in large or small companies on the latest switchboards.
 You can learn as you earn and get experience on the job.
 Typing an asset but not necessary.

Please call
PEGGY OR LINDA
477-7557



RECEPTION APPOINTMENTS/ MESSAGE CENTRE

Full time opportunity for person with telephone experience and good typing skills.
 Flexible hours-friendly Markham Real Estate office.
 Good starting salary.
 Call Gwen Pollard to arrange interview. **294-2533**

Sales Help & Agents **530**

INDUSTRIAL SALES

Lawson Products Inc. is a growing dynamic AAAAAA 1 national supplier of high quality repair and maintenance products.

To the accomplished direct salesman, we offer:

- Local territories
- Generous commissions
- High quality products
- Effective demonstrations
- Product education
- Incentive bonus
- No overnight travel
- Management opportunity

For more information and a personal interview, call Mr. Bob Campbell, COLLECT, 416-890-1717. If unable to call send resume to:

LAWSON PRODUCTS INC.

5616 McADAM ROAD
 Mississauga, Ontario
 L4Z 1P1

TECHNICAL CONSULTANT YONGE & HWY 7

This is an excellent opportunity for someone who wishes to realize high earning and personal development objectives in a professional and fun environment working for an employment agency specializing in engineering and technical placements.

If you have an entrepreneurial or sales orientation and are prepared to give a 100% effort, we can offer you excellent reimbursement and a proven training program which makes our consultants highly productive in a short time. We are located in brand new offices at Bay Hill Mews Plaza. Please call or send resume to:

DANIEL YOLLECK
 Gyo Scope of Employment Inc.
 8185 Yonge Street Suite 206
 Thornhill, Ontario
 L3T 2G5
225-1101

BLINDS N' DRAPES

requires

COMMISSION SALESPERSON

ALSO

PART TIME SALES STAFF

(Will train)

CALL 294-9513

INSTORE SALES STAFF

For very interesting positions with established dress fabric and drapery retailer. Excellent wages, benefits, pleasant environment. Full time or part time.

CALL ANNA
475-6919