

RECEPTIONIST/TYPIST

Small company in Markham area

Computer experience a major plus, especially Word Star 2000.
Salary commensurate with experience.

CALL LORRAINE
475-6730

RECEPTIONIST/TYPIST

We have an immediate opening for a candidate with a pleasant telephone manner and accurate typing skills. Some knowledge of computerized word processing would be an asset.

Call KERRY
292-1444

RECEPTIONIST

Young progressive company needs conscientious reliable person with reception experience. Some typing/data entry is essential.

Forward resume to:

The Software Link, Inc.
250 Cochrane Drive, Suite 12
Unionville, Ontario L3R 8E5
Attention: S. Wallace



The following positions are available immediately:

Computer Input Operator

Ability to input fast and accurately and work month end overtime. Non-smoking environment. GM experience would be an asset, but will train.

Office Clerk

Needed to work in our Leasing Department. Must be hard worker with a professional telephone manner and accurate typing.

Contact: Denise Fernandes.
881-5000

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

OFFICE CLERK

Markham & Finch area. Required to perform receptionist and typing duties. Must have at least Grade 12 education and type 40 w.p.m. Will also be trained in data entry. Salary \$250.00 per week, negotiable.

CALL GARY TILLER
or LINDA TAYLOR
292-2051, for an appointment

Resume required

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

JUNIOR OFFICE CLERK

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

Some computer input.

Call RITA, 477-5600

LEASING/ACCOUNTS RECEIVABLES

Experience in a Leasing Company an asset. Accounting background, accurate typing, filing and word processing experience needed. Typing leasing agreements, financing statements, etc.

Please call: CHARLOTTE MUNROE 475-5577
TIE/communication Canada Inc.
7550 Birchmount road
Markham, Ontario

ORDER DESK CLERK

We are a fast growing company which has recently moved to Beaver Creek Business Park in Richmond Hill.

We required a bright, energetic person to handle order processing on a busy order desk.

The applicant should have general office experience (order desk experience preferred), good telephone manner and 50 w.p.m. typing.

We offer a pleasant working environment and congenial atmosphere. This is an interesting position which offers a good starting salary.

Please send resume to
Box 4278
Markham Economist & Sun
9 Heritage Road
Markham, Ontario L3P 1M3

TEMPORARY LEGAL SECRETARY

required

Full or Part time

LITIGATION EXPERIENCE PREFERRED

CATTANACH, HINDSON, SUTTON & HALL

52 MAIN STREET, N.

MARKHAM L3P 1X5

294-0666

Economist & Sun

has an opening in the Distribution Department for a:

PART TIME RECEPTIONIST

Hours are 5-8 Monday-Thursday and 8:00 a.m. - 12 Noon on Saturdays.

The successful applicant will have a pleasant telephone manner, ability to work with minimum supervision and enjoy a variety of duties.

For an interview please call
BARRY GOODYEAR
Assistant Distribution Manager

294-8244

A GROWING MANUFACTURING COMPANY

Requires energetic individual with a pitch-in attitude to join their team.

The successful candidate will carry out a variety of duties including typing, reception and filing. Strong typing and communication skills a necessity.

Steeles and Victoria area. Call Marie.

475-1952

BOOKKEEPER

Part time for small friendly office. Experience on 1-Rite system. Must have own transportation.

CALL LINDA
498-6870

MEDICAL RECEPTIONIST REQUIRED

Days, Evenings & Weekends

CALL

223-9942

MATURE, PART TIME BOOKKEEPER

required

2 days per week
Hours & days flexible

Please call
MARIA
477-1706

Material Control Clerk

To perform clerical functions within Production Scheduling department, such as date entry, filing, assembling customer orders, etc.

This position would suit someone entering or re-entering the work force.

Flexible working hours.

Non-smoker preferred.

Woodbine-Steeles area. Own transportation desirable.

Amerace Ltd.,
475-6000

ADMINISTRATIVE SECRETARY

Required for computer dealer at Victoria Park & Steeles area. Duties include inventory control, general office help, and some bookkeeping. Call Mr. Ting at 475-3522

475-3522