

**SEASONS CHANGING**

Fall back into the swing of things and enjoy working this fall.

We have lots of positions for:

- Clerks
- Typists
- Secretaries
- Flexible hours
- Lots of variety
- Data entry
- Word processing
- Receptionists
- Incentive bonus package
- Extended health plan

• Top salaries

Positions in MARKHAM, RICHMOND HILL and NORTH YORK.

Take advantage of these great opportunities and join us now.

CALL SHEENA 733-4665

or drop by

**OFFICE ASSISTANCE**

45 Sheppard Ave. East Suite 304  
(1 Block East of Yonge)

**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/TYPIST**

Full time position available immediately. Duties will include: copy typing (40 wpm) answering phones, and filing. Candidate must be neat in appearance. We are willing to train the right person. Salary commensurate with experience.

477-0566

**RECEPTIONIST/SECRETARY**

Person Friday required for Interior Design firm at Warden & Denison. Word processing an asset. Required minimum typing (50 w.p.m.) Good language and telephone skills imperative. Minimum 2 years experience.

Please call for an appointment

MRS. HOLMES 474-0510

**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

**PART TIME**

**SECRETARY/RECEPTIONIST**

To perform an interesting variety of duties including reception, typing, telephone and customer relations for a local office of a National Trust Company.

Good salary and desirable working conditions.

2-3 evenings per week

5:30 p.m. to 9:30 p.m.

CALL 479-1922

**LEGAL SECRETARY**

**REAL ESTATE**

Legal Secretary required for Markham area law office. Experience in real estate law necessary. Excellent benefits. Word processing an asset but will train. Salary \$25,000 range.

Send resume to

Box 4281

Markham Economist & Sun

9 Heritage Road

Markham L3R 1M3

**RECEPTIONIST/SECRETARY**

for Service Department of fast-growing electronics company in Markham.

The successful applicant should possess excellent communication skills and some knowledge of data entry. Two years office experience an asset.

We offer an excellent benefit package and pleasant atmosphere.

To arrange for interview, please call:



Mrs. Ute Price

475-4085

**DENON CANADA INC.**

17 Denison Street

MARKHAM, Ontario

Market Research Firm in the Hwy. 7 - Leslie area has full-time day and part-time evening positions available in the following areas:

Mail Processing

Pick And Pack

Data Entry

Warehouse Staff

T.T.C. Bus To Door

Please call: Charlene

881-1030

**PART TIME OFFICE HELP**

required

— telephone

— clinical

— some typing

— days (flexible in hours)

Warden/Steeles area.

475-3339

**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

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

**PERSON FRIDAY**

Entry level position in modern office at Highway #7 & Woodbine. Typing skills required, other training will be provided.

Duties include mail processing, switchboard relief and a wide variety of office functions. Hours 9 am - 5:30 pm.

Please forward resume to

**ATELCO INC.**

Attn: Mrs. Walker

55 Renfrew Drive

Markham L3R 8H3



**RECEPTION/ APPOINTMENTS/ MESSAGE CENTRE**

Full time opportunity for person with telephone experience and good typing skills.

Friendly Markham Real Estate office.

Good starting salary.

Call GWEN POLLARD

to arrange interview

294-2533



**FAMILY TRUST CORP.**

requires

**JUNIOR CLERK**

No experience necessary. Willing to train. Willing to learn. Room for growth.

Call

PHYLLIS PERKINS

294-1372, Ext. 253

**CLERK-TYPIST**

Good typing skills a must. Pleasant phone manner. General knowledge at a high school level.

Call

RAY BOYLE

294-1372, Ext. 244

Non smoking office



**OFFICE ASSISTANCE LTD.**

10096 Yonge St., Richmond Hill

We have the BEST JOBS

We need the BEST PEOPLE To FILL THEM

Call our friendly consultants to-day for exciting details about permanent and temporary openings.

884-6782

**RECEPTIONIST SECRETARY**

Major construction company with new offices in King City requires receptionist with good typing skills and accuracy with figures.

For appointment call

833-4666

K.J. BEAMISH

CONSTRUCTON LTD.

**CLERK/TYPIST**

KeepRite Inc., Canada's leading manufacturer of Heating and Air Conditioning equipment, requires a Junior Clerk/Typist. The job function will require typing of 50 wpm, switchboard relief and mail duties.

**COUNTER PERSON**

We also require a Counter Person for our Parts Department. For an interview call:

Kevin Price

731-6980

**KEEPRITE INC.**

20 East Pearce St., Richmond Hill, Ont. L4B 1B7