

Office Help

How To Avoid THE DON VALLEY BLUES and other highway swan songs



MOTOROLA CANADA LIMITED

an equity employer

Listen for it on the radio... another highway fender bender... traffic is backed-up for miles... It's bad enough you live so far from work... but of that traffic and all the waiting! - especially when there's a viable work alternative - Motorola.

Well-situated on Steeles near Victoria Park, we're ready to offer you some excellent alternatives if you're qualified for any of the following positions:

RECEPTIONIST... to meet and greet our customers over the phone and in public. You must be dependable, friendly and outgoing with a mature business approach and related receptionist or clerical experience.

SECURITY GUARD... to patrol the Head Office and Manufacturing facilities providing security checks and after hours phone answering service. Ideally suited for a retiree with previous security experience and good communications skills. Day or evening shifts are available. Knowledge of first-aid/C.P.R. an asset.

ORDER EDITOR... responsible for entering specific data on an on-line, real-time order processing system. Organized and detail-oriented, accuracy is a must in this accounts-related position.

SECRETARIES... If back to school means back to work, we have both part-time and full-time positions for you to explore.

In all cases, salaries are commensurate with the experience and qualifications you bring. An excellent benefits package is offered to all full-time employees. There's no real need to sing the blues - check out these opportunities and maybe you'll be singing a different tune. Send or deliver your resume to Agnes Van Haeren at: Motorola Canada Limited, 3125 Steeles Avenue East, North York, Ontario M2H 2H6

WHY TRAVEL DOWNTOWN!

Our clients are in the Unionville, Markham and Richmond Hill areas and offer excellent job opportunities with excellent benefits, opportunity for growth and warm friendly environments.

Some examples:

- 22,000 + • **COMPUTER OPERATOR/ACCOUNTING** creative atmosphere
- 20,000 + • **BILINGUAL RECEPTIONIST/SECRETARY** with growing international firm
- 18,000 • **MARKETING ASSISTANT** with progressive engineering firm
- to 22,000 • **WORD PROCESSOR (Apple equipment)** with software specialist company
- to 18,500 • **ASSISTANT ACCOUNTS PAYABLE/PURCHASING CLERK** for dynamic distribution firm
- 17,500 • **RECEPTIONIST/TYPIST** in property management company
- 21,000 • **MEDICAL SECRETARY** in small but friendly environment
- 16,000 • **RECEPTIONIST** in fast paced communications firm
- 15,000 • **JUNIOR ACCOUNTING CLERK** willing to train

We can keep you hopping on short term, temporary assignments, until you decide on the right permanent position.

FOR APPOINTMENT PLEASE CALL PEGGY OR LINDA 477-7557

PERSON FRIDAY

To handle reception, typing, filing and other office related duties. Please call for interview.

MARG 475-3000

PERSON FRIDAY

Required for service reception and general office duties in a small, well established electronics repair business.

475-0686

PART TIME TELLERS REQUIRED

Call **JIM STEPHENSON 640-2811** Stouffville District Credit Union

RECEPTIONIST/TYPIST

Pleasant telephone manner and good typing skills.

14th Avenue and Woodbine area.

475-9150

SALES CO-ORDINATOR

Computer supplies and hardware company requires part-time individual with a good telephone manner, typing 40 w.p.m. or better and ability to work on a computer.

Position pays depending on experience. Non-smoking office.

Please contact **Sandra Luke at DYNASTY COMPUTER SUPPLIES 299-5800**

Requires **PART TIME STAFF** CUSTOMER SERVICE CLERK CHEQUE ENCODER

7321 Woodbine Ave. Markham
Inquiries to **KEN WALTON 475-6400**

SWITCHBOARD OPERATOR

Requires good telephone manner. Grade 12 preferred. Responsibilities include switchboard, handling the daily mail, and other general office duties.

Contact **R. HARRINGTON 477-0030**

CLERK TYPIST

General office duties. Telex twix computer input. Tying a must.

669-4080 PAT TAYLOR

RECEPTIONIST/SECRETARY

New home sales office

This is a full time position with a major building organization in Pickering. Pleasant personality and typing skills are required.

For interview call **JOHN ANDERSON 831-2221**

RECEPTIONIST

We require a bright, energetic person for reception duties and accounts payable. Must have pleasant telephone manner and 50 w.p.m. typing. Some office experience preferred. We offer a pleasant working environment and congenial atmosphere. This is a Junior position and offers a good starting salary.

LINDA 764-3222

TRIDEL'S WALDEN POND

Requires part time Receptionist/Typist. Willing to work evenings, weekends and statutory holidays. Accurate typing skills and a pleasant telephone manner.

Call for interview **MRS. GODWIN 479-1240**

WURLITZER

Requires an Executive Assistant on a permanent part-time basis. Approximately 4 hours/day. The job involves secretarial work, sales co-ordinator of dealer orders and service parts orders, U.S. Head Office correspondence, invoicing, bank deposits, etc...work will be varied. Familiarity with word processor and telex would be an asset. Must be able to work independently with a keen attention to detail.

Please forward resume to **Wurlitzer International Ltd. 20 Amber St. Ste. #6 Markham L3R 5P4**

WE NEED YOU! GREAT PAY - GREAT HOURS

Do you take pride in your work?
Can you type?
Can you use an adding machine?
Do you drive a car, don't smoke but do smile?

If so please call **738-1500**
Girl Friday position in Concord

We are a mini-business computer company in the Warden/Steeles area. We have the following positions available immediately:

MARKETING SECRETARY-PURCHASING CLERK

In this unusual position, your time will be divided between these two functions. The secretarial duties on both a typewriter and a personal computer. Some experience on a PC or word processor is necessary. The clerk duties will include obtaining quotes and ordering parts as required. Must be outgoing, able to meet deadlines and be a self-starter. Purchasing and marketing experience preferred.

ONLY written applications will be accepted.

MDS QANTEL 204 Amber St., Markham L3R 3J8
Attention: Personnel Department

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**

SENIOR SECRETARY

Required immediately. Minimum 5 years experience. 55 w.p.m., word processing and bookkeeping a definite asset. For a growing consulting engineering firm. Good telephone manner a must.

Warden/Steeles **479-1600**
Ask for Sara

Leave It To Us...

...to offer you great opportunities! Beaver Lumber currently offers these challenging positions at our Head Office in Markham:

Switchboard/ Receptionist

...for someone with a pleasant telephone manner, who works well under pressure, and would enjoy meeting people in our fast-paced environment. Typing skills preferred but not required. Previous experience would be an asset, but we're willing to train the right person!

Mailroom Clerk

...for a team player with a lot of energy! You will utilize your good communications skills to handle a variety of office equipment in a diverse customer service environment. A high school diploma is a must. Regular hours - and we're willing to train you! Please call us to arrange an interview at **479-2255, ext. 2657.**

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 -

Clerk/Typist

Required for small office. Reception, varied duties, full-time.

135 East Beaver Creek, Richmond Hill. 764-0141

BOOKKEEPER

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**

BEST JOB FINDER IN MARKHAM

Secretary/Word Processor 17-19K
If you enjoy a challenge in a varied environment, don't delay. This established company offers a wonderful benefit package to someone with word processing and data entry background. Friendly working environment and excellent opportunity for growth. Order #K3060.

Executive Secretary & Marketing Manager 22-24K
An exciting opportunity awaits you along with recognition and prestige in this variety-filled position. Use your top organizational experience and ability to deal with people as you become involved with confidential reports and work with VIP's in this marketing environment. Shorthand an asset. Professional working atmosphere and super-benefits. Call now. Order #31022.

Receptionist-Typist 16-17K
Here's your chance to put your office skills to the test! This company offers growth for someone with typing, a pleasant phone manner and a mature, friendly attitude. Lots of client contact and friendly co-workers. Order #3103.

Assistant Account 3-4 level 24K +
Put your practical accounting experience to excellent use in this newly created position with a well-established firm. If you are industrious, well organized and have good hands-on experience in accountant analysis, costing and/or inventory control, and are interested in a growth structured and professional environment, don't delay and call us right away. Excellent benefits. Order #3065.

Looking For Your First Job? \$200-\$270/week
We have several clients in the Markham area offering a chance for you to land that all-important first job. Whatever your specialty - accurate typing, an aptitude for figures, strong people skills or all of these, we can provide you with the opportunity to start you on your career path. All we need is your enthusiasm and willingness to learn. This is your chance! Don't hesitate - call today. Order #3107.

CALL **DIANNE KEIL AT 471-8551**
27 WELLINGTON ST. W. (West of Markham Rd.)
MARKHAM, ONTARIO

DRAKE PERSONNEL

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**

RECEPTIONIST/ SECRETARY FULL TIME

For small Real Estate office.

Call **RUTH ELLIOTT 477-8188**

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 CONSTRUCTION LTD.

Switchboard/ Receptionist

Large plastic manufacturing company requires Switchboard/Receptionist immediately.

Must possess good communication skills, good telephone manner and enjoy people contact.

We offer excellent company benefits and competitive salary.

Must have own transportation. Hwy. 7-Keele area.

Contact: **Ursula Totzek, 661-2351**

RECEPTIONIST/ TYPIST

Organized person with pleasant telephone manner required immediately to fill in for maternity leave. Potential for permanent position for the right person. We offer a pleasant work environment, competitive wages and benefit package.

To apply call **475-2446**

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.