

Brownlee Personnel Services

- BRANCH SECTY.** Int'l. Co. located Yorkland Blvd/Willowdale requires a take charge Secretary. If you enjoy a small but busy office and a full range of duties, call for more details. \$20 - \$22,000 with 3 mth. salary review.
- MARKETING LIAISON** - Join the dynamic team of this fast growing Marketing Co. in Markham. This support staff position requires a bright individual with good communication skills. Computer exper. helpful. \$18 - \$21,000.
- SALES SECTY.** An excellent opportunity for a return to the work force person. Assist the Sales Director & 4 sales reps. with paperwork, some typing (40-45 wpm) & relief reception. \$15 - \$16,000 + 100% benefits.
- BOOKKEEPER** - Public Accountant located on Main St. requires a qualified Bookkeeper/Secretary. Ability to take books to trial balance and work on own is essential. Some typing needed. Computer/W.P. exper. necessary. Salary to \$20,000.
- RECEPTIONISTS** - Three positions available - with & without typing. To qualify you need a friendly telephone manner & professional appearance. Switchboard exper. preferred. \$16 - \$17,000.
- SECTY. TO PRESIDENT** - Branch office requires a qualified W.P. Secretary with spread sheet exper. Sales/Mktg. exposure helpful. Costing & typesetting/lay-out an asset. \$20 - \$22,000.
- MAILROOM COORDINATOR** - Entry level position with fabulous advancement opportunities. Duties include mail distrib., courier, photo copying etc. Limited office experience required.

CALL FOR DETAILS ON THESE AND OTHER JOB OPPORTUNITIES. EVENING APPOINTMENTS ARRANGED.

48 MAIN ST. NORTH
MARKHAM
471-6060

New Office Announcement

Open House at our New Union Station Office

Manpower Temporary Services has opened another new office across from Union Station. This means easy access to some of the best temporary jobs.

If you have good communication and office skills plus office experience please join us.

860-1878

You are cordially invited to call or drop in:

TIME: Monday - Friday 9:00 - 5:30 pm

PLACE: ROYAL BANK PLAZA
SOUTH TOWER #3101

Tel: 860-1878

OCCASION: To explore your career and training opportunities as a Manpower Temporary

MANPOWER
TEMPORARY SERVICES



YOUR CLERICAL SKILLS PAY OFF!

IN MARKHAM & RICHMOND HILL
IMMEDIATE OPENINGS FOR

CLERKS AND CLERK TYPISTS

- FILING
- SORTING
- GOOD TELEPHONE MANNER
- TYPING SKILLS AN ASSET

EARN EXTRA MONEY FOR CHRISTMAS!

WE OFFER:
• Temporary jobs with permanent opportunities • Good pay rates
• Work your own schedule • 1 - 5 days a week.

Call or drop in today 471-7707 or 889-4130

VILLAGE SHOPPES
70A Main Street North, Markham

CDI

Temporary Services, Ltd.
Formerly Preferred Personnel

Major

Transportation Pacific Carrier seeks bright individual to join our dynamic team. Experience in import / export documentation preferred. Send resume to:

PERSONNEL DEPT.
P.O. BOX 297
CONCORD ONT
L4K-1B4

SHOWROOM/RECEPTIONIST

If you enjoy a busy day in a friendly office/showroom environment.

If you have a pleasant telephone personality and the ability to make showroom visitors feel at home.

If you have general clerical experience and are accurate and comfortable with figures.

If you are happy with your location in the Steeles/Woodbine area. We would like to hear from you and tell you more about this opportunity. Please call Glen Cowing.

475-2339

Sales Help & Agents 530

A.C. NIELSEN

Has the following opportunities available

JUNIOR CLERK TYPIST

The successful candidate will have grade 12 education, good typing skills, some previous experience with computer terminals and a good eye for detail.

CLERK

Applicants should have grade 12 education, good basic math skills and a good eye for detail. We will train on computer terminals.

PART TIME (EVENINGS)

DATA ENTRY OPERATORS

We have openings for operators trained on O29 and O26 equipment to train on our key to disc. Evenings hours after 4:30 p.m.; 3 weeks per month, Monday through Friday.

We offer good benefits including flex time for full time positions.

A.C. NIELSEN CO.
OF CANADA LTD.
160 McNABB STREET
MARKHAM, ONTARIO
L3R 4S8
475-8048 or
475-9660

GENERAL OFFICE CLERKS

required

Good telephone manner and some typing skills are an asset.

Phone
Bob Houghton or
Russ Harrington
477-0030

GENERAL OFFICE JUNIOR

Required by law office for reception relief, filing, typing and other general office duties.

Woodbine/Steeles.

Call Esther Peacock
475-1266



OFFICE ASSISTANCE LTD.

10096 Yonge St., Richmond Hill
PERSONNEL SEC. Exp. in H.R. dept., an asset. Aurora. Sal. neg.
LEGAL SEC. Corporate exp. an asset. Markham.

ASSIST. TO PRESIDENT. Computer skills a MUST. Markham. 20 to 23 k.

RECEPTIONIST. Busy environment. Concord. 15 to 16 k.

BOOKKEEPER. Including trial balance. Computer exp. Richmond Hill. Sal. neg.

SR. SEC./ADMIN. ASSIST. Shorthand req. Weston. 20 to 25 k.

SEC. WITH LOTUS 123. For Finance Dept. Steeles-Keele. Sal. neg.

CLERK/TYPIST. Markham. Sal. neg.

SR. PAYROLL ACCT. CLERK. Computer exp. Aurora.

2 ORDER DESK CLERKS. Typing, Telex, Fax, Willowdale, Woodbridge. 17 to 18 k.

PERM. PART-TIME COMPUTER OP. Maple.

Please call our friendly consultants to-day about these and many other perm. and temp. positions available.

884-6782

• ACCOUNTING CLERKS
Entry level positions in Markham area — \$250.00 per week.

• RECEPTIONISTS/TYPISTS
Good grooming, people skills and accurate typing are needed for these positions — \$14,000.00+.

• SECRETARIES
Use your excellent office skills for these Willowdale and Scarborough area positions \$17,000+.

ANN REINHARDT
& ASSOCS. INC.
494-3376

RETURN TO WORK?

EASE BACK INTO THE WORK FORCE WITH OFFICE ASSIGNMENTS THAT YOU ARE COMFORTABLE WITH. OR CHOOSE FROM A SELECTION OF PERMANENT OPPORTUNITIES.

- 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



Allstate FULL AND PART-TIME

CLERICAL POSITIONS AVAILABLE

Due to internal promotions at Allstate we are in need of full-time Data Processors and Record Clerks.

Also available are permanent part-time Data Processing positions.

Interested applicants please call:

KEN ROUGHTON 475-4475

ALLSTATE INSURANCE COMPANY OF CANADA

JUNIOR

Progressive professional office in Richmond Hill requires junior for general duties.

Ideal for person with drawing skills contemplating career in construction consulting service industry.

483-5558

BOOKKEEPER

For C.A. office, permanent, part time or full time, to work in northeast area of Scarborough. Experienced to trial balance, with knowledge of computerized accounting preferred.

Call: Mr. C. Perrone, C.A.,
GILMORE, WALSH & CO.

361-0925

JUNIOR TYPIST

A junior typist is needed for a busy Real Estate office.

8:30 am - 5 pm
Monday - Friday
Victoria Park &
Finch area
497-1011

JOHNSTON & DANIEL
LIMITED - REALTOR
THE STANDARD OF EXCELLENCE

PART TIME
EVENINGS
RECEPTION
5 - 9 p.m.

Close to Markville Mall
\$7.00 per hour

For interview call
MARILYN
477-0075

OFFICE CLERK

Part Time
Flexible hours

Duties include invoicing, typing statements and accounts receivable. Hwy. #7 and Hwy. #48, Markham.

294-6688

FREE WORD PROCESSING TRAINING

Must qualify for job entry. Woodbine/Steeles.

Donna
479-1811

PERMANENT PART TIME
Office help required 3 nights per week. Good communication skills an asset. No experience necessary. Apply to, The Tribune, Box 3667, Stouffville. L4A 7Z4.

SECRETARIES

attend our

OPEN HOUSE

12:00 noon-6:00 p.m.
TUESDAY, SEPTEMBER 29, 1987

McCarthy & McCarthy

is holding a reception for secretaries to tour our facilities and to discuss your future with our firm

Please come to reception 46th floor TORONTO DOMINION BANK TOWER 55 KING STREET WEST

We are now hiring Full and part time staff Enquiries 362-1812 ext. 460/1

ACCOUNTS PAYABLE CLERK

An internal promotion at Classcomm, has resulted in an opening for an Accounts Payable Clerk.

Data Entry and some typing. 1 year Accounts Payable or General Accounting experience required. Typing essential. Bookkeeping/Accounting course an asset.

Excellent benefits package. Please call Shirley Wallace, to arrange an appointment.

884-8111 889-9880

PERMANENT PART TIME

18-25 flexible hours per week. 40 w.p.m. typing. Will train on computer. For busy music publisher at Steeles & Woodbine.

Call John 475-1848 (before 1 p.m.)

O.E. INC. Requires SHOWROOM SALESPERSON

For furniture division.

Must be experienced, self-starter, dynamic personality. Preferably with marketing experience.

For an interview, please call:

Chuck Massey
491-9330, Ext. 418

COLLACUTT LUGGAGE LIMITED

CANADA'S LARGEST LUGGAGE & HANDBAG CHAIN

COME WORK WITH US!

Are you a friendly outgoing individual looking for a challenging opportunity to show your personality? If so, we have several SALES POSITIONS open to you in several Metro locations.

FULL TIME
EATON CENTRE
PART-TIME DAYS
(20 to 30 hours)
YORKDALE
SCARBOROUGH TOWN CENTRE & FAIRVIEW
PART-TIME NIGHTS & SATURDAYS
EATON CENTRE
SCARBOROUGH TOWN CENTRE
FAIRVIEW & HILLCREST

Apply in person to THE MANAGER at any location, 9:30 a.m. to 5:00 p.m. daily.

RETAIL ACCOUNT EXECUTIVE

Lifestyle Magazine Publication We are looking for creative, outgoing, sales representatives with previous experience in magazine sales. Interested candidates should contact:

Jacqueline Wilson
292-8491
CITYSCENE MAGAZINE

COMMUNICATION SALES

Representative required. North Toronto area. Salary plus commission. Car required.

663-2773

FULL TIME OR PART TIME
Immediate position available in Retail Sales for a mature and self-motivated person. No experience necessary, will train.
CALL CLIFTON
294-7835

RECEPTIONIST/TYPIST FULL TIME

O.E. INC. requires independent and well organized individual. Excellent telephone manner required with good typing skills.

PHONE:
KAREN MANINA
491-9330, Ext. 260

WEEKENDER LADIES WEAR

90 Gough Road
Markham
requires

FULL TIME HELP

Responsible person for warehouse duties. No heavy lifting required. Day or afternoon shift is available.

Please call and ask for:
THERESA
477-7545