

PARTS PERSON

— GM EXPERIENCED —

Are you looking for a sense of achievement, recognition of a job well done, in a happy working atmosphere?

Be a winner, join our team!

We offer well equipped working conditions, top rate of pay and benefit package.

Call Simon Cleaver at
475-2016



North of Steeles on Woodbine Avenue

BOOKKEEPER/ TELEPHONE OPERATOR

For a manufacturing company in Warden/Steeles area. Bookkeeping up to trial balance including receivables, payable and payroll.

Experience with IBM-PC a definite asset. Will train on computer. Someone eager to learn. Competitive salary.

479-3700

Executive Secretary

Our client, an internationally successful manufacturing company, currently offers this high-profile opportunity at their corporate office in Markham. You will utilize your professional demeanour and tact in handling a wide variety of activities for a senior executive.

You must have five years' related experience and the ability to handle confidential matters at the senior level. Well-organized and a team player, you have good writing skills and are familiar with word processing (ideally Wordperfect or Lotus 1-2-3). Shorthand is essential.

Our client offers a good starting salary and an excellent benefits package within a pleasant working environment. To apply, please send your resume, in confidence to Karen Louie at the address below.

Only those candidates under serious consideration will be contacted. Please list any companies to whom you do not wish your resume forwarded.

DRAKE RECRUITING SYSTEMS

150 Bloor St., W., Suite 600, Toronto, Ontario M5S 2X9

Wanted EXPERIENCED CARPENTER

Own transportation

471-6675

Office Help 525

ADVERTISING SECRETARY

To join our fast-paced advertising agency team. Good secretarial skills, detail-oriented and able to work under pressure of deadlines is essential. An exciting opportunity for a multi-talented person. Call or send resume to:

Christine Howatt
GEIST AND ASSOCIATES
400 Esna Park Dr., Studio 4
Markham, Ontario L3R 3K2
475-1022

RECEPTIONIST

W.P. Trainee

Earn while you learn. Must qualify for job entry.

479-1811

SECRETARY

Required for part-time, 5 days per week for small industrial Markham firm. Denison/Woodbine area.

Call for appointment

477-7037

ACCOUNTS PAYABLE CLERK

An internal promotion at **Classicom**, 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

TELLER/TYPIST PART TIME TELLER

The National Bank of Canada is opening a branch at McCowan and Hwy. #7 and has immediate openings for a Teller/Typist and a Part Time Teller.

We are looking for bright, energetic individuals with good communication skills, a secondary school education and a professional appearance. Previous experience would be an asset. Those candidates interested in the Teller/Typist position should possess good typing skills as well as a pleasant telephone manner.

Our bank offers competitive salaries, generous benefits and a pleasant work environment. Applicants are asked to forward their resumes to: Mr. Paul Cameron, 3051 Pharmacy Ave., Scarborough, Ontario M1W 2H1.

NATIONAL
BANK
OF CANADA

TELLER/ CLERK

A full time position is available at the Stouffville District Credit Union.

The successful applicant will be required to perform some clerical duties as well as that of a teller. Experience preferred.

CALL
640-2811

Alpine Electronics of Canada Inc. located in Markham has an immediate requirement for a:

GIRL FRIDAY

Duties include: mail, photocopying and relief switchboard. Typing and/or knowledge of an IBM-PC would be an asset.

Please call

475-7280

Ask for LYNN TEE

Office Help 525

ACCOUNTS RECEIVABLE CLERK

Position available for an energetic, self-motivated individual.

Duties to include collections and related accounts receivable.

Selected candidate must have related job experience and an excellent phone manner. Salary commensurate with experience.

Please send resume and salary expectation to:

Ellen Gingras, Office Manager
The Mirror
10 Tempo Avenue
Willowdale, Ont. M2H 2N8

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



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

TIRED OF "EXPERIENCED ONLY ADS"?

If you have a bright personality, an eagerness to get a start in the office, a sense of responsibility, we can get you into a variety of reception or clerical positions to give you that "foot in the door!"

Our assignments are exclusively in the North Scarborough/Markham area with well established organizations.

PLEASE CALL
DIANA
477-7557



We have 4 openings with excellent benefits at our engineering firm in Markham.

Word Processing, 60 w.p.m.
Mail Clerk/Typist 50-60 w.p.m.
A/R Clerk, experienced
Accounting Person Friday some typing required.

Please Call
479-8378

REAL ESTATE BRANCH MANAGER

For busy Newmarket office. Salary plus override. Excellent opportunity. Call collect:

738-8787