

DATA ENTRY OPERATORS

Full time operators required for our Computer On Line Data Entry System.

Call 298-4440 NOW to arrange a confidential interview.



GRAPHIC PAPERS
345 Passmore Avenue
Scarborough, Ont.
M1V 3N8
298-4440

TIRED OF COMMUTING?

TRANSPORTATION COMPANY

Receptionist/Typist for Stouffville office. Good typing and telephone skills. Resume required.

Contact DONNA
640-3981

TRAVELWAYS requires a CLERK/TYPIST

For their Charter Department. This is a full time position, Monday - Friday, 9 a.m. - 5 p.m.

Must have pleasant telephone manner.

Please reply to
Box 4284
Markham Economist & Sun
9 Heritage Road
Markham, Ontario
L3P 1M3

JUNIOR CLERK

To perform general office duties. Knowledge of accounting routine and typing required. Full company benefits. Apply in person to complete an application.

C & M PRODUCTS LTD.
189 Bullock Drive, Markham
★ No phone calls please ★

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

PURCHASE CLERK

With aptitude for figures, neat legible handwriting required immediately for Buying Department. Must be self-starter and able to work under pressure. Typing essential.

Apply to J. SULLIVAN
WHITE ROSE CRAFTS & NURSERY SALES, LTD.
4038 Hwy. #7, Unionville

Allstate

LACE UP YOUR SNEAKERS!

If you are outgoing, energetic & like a fast paced environment with a variety of duties then we have the job for you. With duties ranging from sorting to delivering inter-office mail we are in need of MAIL CLERKS for our Markham Head Office.

Allstate can offer an attractive starting salary along with a full range of company benefits including profit sharing and future career advancements.

Interested applicants please call Jerry Soulliere 475-4475
ALLSTATE INSURANCE COMPANY OF CANADA

TELEPHONE RECEPTION CLERK

Willing to train right candidate on computer accounts. Experience on telephone preferable. Must have good telephone manner.

477-4815

PERSON FRIDAY MATURE, EXPERIENCED PART TIME

Person Friday required for small office. Must be good with figures and able to work without supervision.

475-2220
Esna Park Dr. area

PART-TIME OFFICE CLERK

For small office, 2 days/week, Thursday and Friday. Duties include: typing and payroll. Hours and salary negotiable.

294-9986

GELCO CANADA INC.

Is a progressive Fleet Management and Vehicle Leasing Company.

We have relocated to the Beaver Creek Business Park in Richmond Hill and due to expansion the following positions are now open:

ACCOUNT ADMINISTRATOR, File No. G101: To assist Account Executive in maintaining and developing the client base. Must have leasing or dealership experience.

USED VEHICLE INVENTORY CLERK, File No. G102: Accurate typing a must; data entry experience helpful.

CREDIT CARD CONTROL CLERK, File No. G103: Detailed oriented with accurate typing, prefer 1 year experience in accounting, on-line computer experience an asset.

PART-TIME BILLING CLERK, (Min. 20 hours per week), File No. G104: Accurate typing and basic entry experience helpful, good basic math skills.

Please refer to the File No. on your resume.

SEND RESUME TO: Staffing Offices, GELCO CANADA INC., 100 Mural St., 3rd Fl., Richmond Hill, Ontario, L4B 1J3.

NO PHONE CALLS PLEASE

PERSON FRIDAY

Full time/part-time for an engineering-construction company. Bookkeeping and typing experience required. Steeles/Woodbine.

479-4744

CLERK TYPIST

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

669-4080
PAT TAYLOR

Temporary Opportunities

If you enjoy either short or long-term assignments, the American Express Temporary Pool has opportunities for you!

We have openings for Secretaries and Clerical Staff... and some of these assignments may lead to permanent employment.

If you have good clerical skills... accurate typing... a professional telephone manner... and, above all, personal high standards, please submit your resume or drop in and complete an application at:



American Express Canada, Inc.
Ref. 87-88/LM/SP
101 McNabb Street
Markham, Ontario
L3R 4H8
(Warden Ave. north of Steeles)

RECEPTIONIST/ TYPIST

Junior position available in small office. Beaver Creek area.

Call
2 pm - 4 pm
764-5978

OFFICE CLERK

With accurate typing. Knowledge of computer an asset.

Hwy. 7-Leslie.
731-2411

Part-time Receptionist

(Alternate Evenings and Weekends)

Required for Glynnwood, 7700 Bayview Ave., Thornhill.

Some typing required.

For appointment please call between the hours of 9 am. and 4:30 pm.

881-9468

RECEPTIONIST/ TYPIST

Required immediately. Pleasant personality, non-smoker, good telephone manner, full time. Woodbine and John Street area.

475-9870

Receptionist

Bright, new, modern, non-smoking office. Paid benefits.

4-line telephone. Word processing, order taking, dictaphone.

881-7025

Ms. Macdonald