

**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:

**CHRISTINE — 499-8449**

International manufacturing company in Markham requires part-time individual to perform press clipping and photocopying duties.

Applicants must have command of English language, written and oral, be reliable and able to work with minimum supervision. Monday-Friday mornings. Flexible position - press clippings may be done at home.

Interested applicants may call during normal business hours:

**DARLENE MARTYN**  
Public Affairs  
**MAGNA INTERNATIONAL INC.**  
477-7766 ext. 273

**Dicta Typist/  
RECEPTIONIST**

A busy downtown ophthalmologist's office seeks part-time dicta typist/receptionist.

Call: Gail Bevilacqua  
864-5470

**PERSON FRIDAY**

**FINCH & MARKHAM**

Electronics manufacturer requires Person Friday to administer office. Responsible, mature person to work with minimum supervision in hassle-free environment.

To arrange an interview phone:

**754-4314**

**PURCHASING ASSISTANT/EXPEDITER**

Needed for a fast growing industrial supply company in Scarborough. Experience an asset but not necessary. Offers advancement opportunity. Good benefit package.

Contact Dave Cowan  
292-7241

**SECRETARY/  
ADMIN ASSISTANT**

Small growing company requires a mature self-starter. Variety of duties.

Please phone JILL  
475-7531

**RECEPTIONIST/TYPIST**

We require a bright, career-minded person in this starter position. The job will entail half day reception and half day junior secretary. Word processing especially Microsoft Word a plus. Licenced driver and non-smoker preferred.

Forward resume to:  
Shirley Petrie  
**CANSULT GROUP LIMITED**  
301-30 Centurian Drive, Suite 206  
Markham, Ontario L3R 8B8

**COME GROW WITH US!**

If you have one or more of the following skills: Order Desk/Processing, Person Friday, A/P, A/R, W/P, Order Control, Telex, Record Keeping, accurate typing, excellent telephone manner.

We offer responsibility and variety if you have good communication and organizational skills. Willing to train qualified applicants with proven technical aptitude. As a national distributor of industrial control equipment a working knowledge of French is a definite asset. Interested applicants are asked to write or call:

**AQUATRONIX INC.**  
70 Gibson Drive, #8  
Markham, Ontario L3R 4C2  
475-8082

The following positions are available in our MARKHAM office:

**LEGAL SECRETARY**  
reporting to the Vice-President and General Counsel, word processing experience on an IBM PC is necessary.

**INTERMEDIATE SECRETARY**  
for a variety of general office duties.

**ACCOUNTING SECRETARY**  
reporting to the Vice-President, Finance, experienced in statistical typing.

CONTACT Ms. T. Butler  
(416) 477-9200

**FIRST CITY SHOPPING CENTRE GROUP**

**CLERICAL  
POSITION**

Full time position with School Bus Company to handle the following duties:

- \* Telephone/reception
- \* Computerized invoices
- \* Billing
- \* Charter quoting
- \* Filing
- \* General office duties

Applicant should possess good typing skills and have a pleasant telephone manner. Knowledge of York Region an asset. Good company benefits.

Please call Alberta Witiuk at:

**888-1938**

**CLERICAL  
PERSON**

Required immediately for computer input and general office duties. Computer experience not necessary — but good typing skills a must.

For further information please call:

**471-6203**



**JUNIOR  
CLERK**

Immediate, Person Friday position available in non-smoking office.

Various duties include mail-room, filing, typing and computer input.

Please call  
Phyl Perkins  
294-1372 ext. 253  
**FAMILY-TRUST CORP.**

**CLERKS**

The Head Office of a large retail drug store chain, located at Keele-No. 7, has an immediate vacancy for Clerks with some experience.

Interested candidates should enjoy working with figures and be able to use an adding machine.

We offer competitive salary and comprehensive benefit package.

For more information call E. Sturgess

**669-4900**

**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

**Bookkeeper/  
Accountant**

A U.S. based corporation in the Markham area is looking for a versatile individual to manage the complete accounting function to financial statements. Must be familiar with electronic data processing. We offer a competitive salary with full benefits.

To arrange for a confidential interview, please call Mike Abraham at (416) 764-2826 on Monday, September 28, between 9:00 a.m. and 5:00 p.m.

**PERSON FRIDAY**

Publisher of Industrial Magazines has an entry level position open for someone who would like a varied work day.

Accurate typing of 70 wpm is required. Knowledge of word processing would be an asset.

**ACTION COMMUNICATIONS INC.**  
135 Spy Court  
Markham, Ontario L3R 5H6  
477-3222

**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**

**WANTED IMMEDIATELY  
PART TIME - VDT OPERATOR**

A busy newspaper office needs a VDT operator. Approximately 15-20 hours per week. Must be excellent typist. We will train on our computers. Good starting rate.

To apply Call  
**DEBRA WELLER AT**  
294-2200

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

**JUNIOR 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.

Salary is commensurate with experience. Good benefits package.

Call Ruth, 475-3450  
**MDS QANTEL**  
204 Amber St., Markham L3R 3J8