

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

**SECRETARY/
ADMIN ASSISTANT**

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

Please phone JILL
475-7531

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



A leading manufacturer/distributor of premium quality windows, doors, sunrooms and custom mill-work products has an immediate opening for a

Receptionist
\$20,000.

This position will be of interest to a professional career oriented receptionist with 3 to 5 years experience on a busy switchboard.

Exposure to a Mitel SX 200 console would be a definite asset. Personal transportation is essential.

If you have the desire to achieve and the willingness to address the challenges of this key position in our company, contact: at

Robert Hunt Corp.,
250 Bowes Rd., Concord
416-669-1104

Part-time Receptionist

Alternate evenings, 5 to 9 pm. Alternate Saturdays, 9 to 5 pm.

Junior Receptionist

Saturdays ONLY, 10 to 3 pm. Accurate typing, neat appearance, pleasant telephone manner. Interested? Call Jeannette Hood.

883-4922

**PART TIME
RECEPTIONIST**

Alternate evenings and Saturday. Excellent typing and telephone skills required. For appointment please call:

DEBI 640-4151, 9-5 p.m.

**PART-TIME
OFFICE CLERK**

To handle filing and customer contact.

Flexible hours, mornings or afternoons.

5 days a week.

Apply: DENISE FERNANDES
881-5000

**PART TIME
OFFICE CLERK**

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

294-9986



Office Clerk

At their head office located in the Warden-Steeles area. To arrange an interview please call

475-1095

**FULL TIME
OFFICE HELP**

Aptitude for figures. Call Terri for appointment

475-7762



OFFICE ASSISTANCE/LTD.
10096 Yonge St., Richmond Hill
MARKHAM

Accounting Clerk. Lotus 123.
Inventory Clerk.
Secretary. Team player.
Legal Sec. Corporate exp. Good benefits and profit sharing.

Receipts/Typists. Over a dozen positions to choose from throughout York Region. 15 to 20 k.

Call to-day for more details on these and other perm. and temp. positions.

884-6782

**Junior
Bookkeeper**

For construction company with knowledge of accounts payable, accounts receivable, payroll and bank reconciliations. In a computer environment.

Call Seppo,
477-0763



MARKHAM
BUSINESS &
PERSONNEL
SERVICES

Thornhill Square, 300 John St., Suite 404, Thornhill, Ontario L3T 5W4

★ DO YOU WANT TO BE KEPT BUSY? Then this **Beaver Creek Company** wants you for their very busy **ORDER DEPT!** Enthusiastic, take charge type will fit right in!

★ RUN THE SHOW! If you enjoy keeping your finger on everything, then this **Admin./Friday** position will interest you. Woodbine/Esna Park area.

★ Variety position in this **Public Accountants** office will enable you to use your basic accounting and secretarial skills and to learn new ones. Will train on computer too!

★ DON'T LET YOUR OFFICE SKILLS RUST! Work as a Temp. and keep your skills up to date. Our local clients need, **W/P Operators, Receptionist/Typist, Data Entry Clerks, Accounts Clerks.**

CALL TODAY!
764-3845

Market Research Firm in the Hwy. 7 - Leslie area has full-time day and part-time evening positions available in the following areas:

Mail Processing
Pick And Pack
Data Entry
Warehouse Staff
T.T.C. Bus To Door
Please call: Charlene
881-1030

**TELEPHONE
PERSON**

Required
Part time days
Must have clear speaking voice. Pleasant working conditions. Good hourly rate.

TELEPHONE
492-8626

**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

**RECEPTIONIST/
TYPIST**

Junior position available in small office. Beaver Creek area.

Call
2 pm - 4 pm
764-5978

Receptionist

Bright new modern, non-smoking office. Paid benefits. 4-line telephone. Word processing, order taking, dictaphone.

881-7025
Ms. Macdonald

SECRETARY

To work in construction site office located at Kennedy and 14th Avenue in Markham.

Hours 9 am - 3 pm.
Salary negotiable.

Phone Bertha
At our
Newmarket office
1-898-3400

**SALES
CO-ORDINATOR**

We require an individual with good organizational ability, to work on our order desk. This person will interface with customers in sales personnel. Experience preferred. Own transportation required. Full time position.

CALL KERRY
292-1444

**TELEPHONE
RECEPTION
CLERK**

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

477-4815

**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

**WANTED
Part Time/Full Time
DATA ENTRY/
SECRETARY**

Flexible hours
Markham Ins. Office
Warden & Denison area
Ask for IAN or VIC
Days: 477-0041
Evenings: 463-8808



**Secretaries and Receptionists
Temporary Positions**

Wang Canada Limited is seeking highly motivated individuals for the following temporary opportunities within our Don Mills office.

**Marketing/Communications Secretary
Sales Branch Secretary
(full days)**

The secretarial positions require 3-5 years of professional experience, with a working knowledge of word processing.

**Receptionists
(full or half days)**

The receptionist positions require 1-3 years of switchboard experience, with excellent communication skills. A professional attitude and appearance are essential.

To apply, please forward your resume to:

Vicky Antoniou
Wang Canada Limited
66 Leek Crescent, Wang Way
Richmond Hill, Ontario
L4B 1J7 (416) 764-2381
No agencies please.

Economist & Sun

requires
TELEMARKETERS
Part Time

Busy community newspaper requires part time telemarketers. Hours flexible - days.

Sales experience an asset but not essential. Pleasant phone manner. Salary plus commission.

For interview call
294-2200
Debra Weller, Classified Manager

Economist & Sun

requires
**CLASSIFIED
SALES REPRESENTATIVE**

Busy classified department requires energetic, self motivated, full time Sales Representative.

Duties will include taking incoming calls, soliciting new accounts and ongoing features.

Candidate must possess good communication skills. Telephone sales experience a definite asset.

Salary plus commission, good company benefits.

For interview call
294-2200
Debra Weller, Classified Manager

PARA-MED HEALTH SERVICES
is Canada's leader in community health care. We are about to open offices in York Region and now require

Home Support Workers

As a para-med Home Support Worker you will personally care for disabled and elderly clients in their own home.

Duties: May include meal preparation, household managing, laundry and assisting with personal care.

Qualifications for this position are:
• experience in managing a home
• maturity and understanding the needs of the elderly
• previous nurse aid an asset

Interested
Please Phone
440-3357



SCARBOROUGH
GENERAL HOSPITAL, a
770-bed Community
Hospital, invites
applications, for

MEDICAL RECORDS

A MEDICAL DICTA TYPIST
part time
Evening or Night shift
SENIOR CLERK-TYPIST
full time
Primarily Evening shift
Submit resumes to:
C. WYLIE
Human Resource Dept.
Scarborough General Hospital
3050 Lawrence Avenue East
Scarborough, Ontario M1P 2V5
"Your care is our concern"