

**PRODUCTION MANAGER**

Medium sized hardware manufacturer has immediate opening for a production planner. Applicants must have minimum of 3 years experience, preferably in Plastic Injection Moulding and be familiar with either Matics I or II on IBM System 36. CAPIC certification or enrollment would be a definite asset.

We offer a competitive salary, comprehensive benefits and a dynamic team-oriented work environment.

Please call or send resumes to:

Anne Grubb  
SHEPHERD MANUFACTURING CO. LTD.  
8016 Kennedy Road  
Markham, Ontario L3R 2E4  
475-6454

**PART TIME OFFICE HELP  
IN TOWN OF MARKHAM**

We need an experienced office person for general clerical duties, 1-2 days every week. \$8 per hour.

Call Susan or John  
294-5711

**RECEPTIONIST/TYPIST**

Busy Unionville paper distributor requires a receptionist with good typing, communication skills and pleasant phone manner, to handle a busy 8 line board.

Interested applicants please call  
Debbie Tucker at  
479-4999

to arrange an interview

\* Must have reliable transportation \*

**REAL ESTATE SECRETARY**

We require a responsible individual to work as Branch Secretary in our new office at Hwy. 7 & McCowan Rd.

Duties to include: accurate maintenance of Branch records, typing of correspondence and legal documents, related clerical duties and provide work direction to full time and part time clerical staff.

Qualifications: typing proficiency 60 w.p.m., congenial personality and capable of working on own initiative. Aptitude for figures necessary. Minimum 2 years office experience a must. Real Estate experience preferred.

Interested applicants please call  
Mrs. Williams - 226-5772  
CANADA TRUST CO. REALTOR

**RETURNING TO WORK FORCE?** Our client is willing to train in data entry. Typing skills are needed for this Don Mills area position. \$16,000.00.

**CAR DEALERSHIP** requires a clerk with people skills for their service department. Typing an asset. \$8.00 per hour to start.

**ACCOUNTING CLERK.** Entry level position in large Markham firm. Some typing skills are needed to train on computer. Good benefits. \$12,000.00.

**CUSTOMER SERVICE ASSOCIATION** in Willowdale needs a personable individual with good people skills and organizational ability. Some typing for computer input. \$18,000.00.

*Anna Reinhardt & Associates Inc.*

494-3376

**TELEMARKETING  
DEPARTMENT**

requires

Outgoing personality to provide leads for sales personnel. Salary and commission flexible hours.

MRS. SANNINO  
494-1752

**SWITCHBOARD/  
RECEPTIONIST**

Energetic, cheerful individual required for Mfg. Co.

Hwy #7 and McCowan Rd.

Typing required, bilingual an asset.

Full benefits.

Call Mrs. Gerstmann,  
475-6422



7551 Woodbine Ave.,  
Markham

Requires The Following:

Switchboard Operator/  
Typist  
Full-time

Monday to Thursday, 8:30  
a.m. - 4:30 p.m., Friday,  
8:30 a.m. - 6:00 p.m.  
Apply in person to:

Nancy Anderson  
Monday-Friday  
9 a.m. - 5 p.m.  
475-7373

**PART TIME  
OPPORTUNITIES**

We have a variety of part assignments available.

**EDITING CLERKS**

We are looking for part time editing clerks who will work from November 2 through November 27 inclusive, 5 evenings per week, 6 hours per evenings.

Must have good observation skills.

**DATA ENTRY  
CLERKS**

4 evenings per week, 3 weeks per month (60 hours per month)

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

**LEGAL  
SECRETARY**

I have need of a Secretary to work primarily in Real Estate. Word processor experience would be a definite asset. Send resume to:

WILLIAM B. THOMAS  
4701 Hwy. 7  
Unionville L3R 1M7  
477-2233

**MARKHAM  
BUSINESS &  
PERSONNEL  
SERVICES**

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

\*CHRISTMAS IS COMING!\*

\* Earn Extra Money  
Working Temp Assignments  
Reception, Typing, Clerical Etc.

We also have many permanent positions for Junior and Back to Work Skills.

CALL TODAY TO EXPLORE  
THESE OPPORTUNITIES

764-3845

**SWITCHBOARD/  
RECEPTIONIST**

Energetic, cheerful individual required for Mfg. Co.

Hwy #7 and McCowan Rd.

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Full benefits.

Call Mrs. Gerstmann,

475-6422

**INTERMEDIATE A/R CLERK**

Our Corporate Accounting Department has an immediate opening for a self-starter to be responsible for the maintenance and collection of accounts.

Principal responsibilities of the job will include preparing bank deposits, following up on past due accounts, resolving customer differences with division personnel, checking credit references, and cash allocation.

Applicants must have at least two years of experience in accounts receivables, typing and computer terminal skills, and a minimum of Grade 13 education.

Interested candidates, please forward resume in confidence to:



Personnel Office  
Emerson Electric Canada Ltd.  
P.O. Box 150  
Markham, Ont.  
L3P 3J6

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L3R 4S8  
475-8048

**WOODBINE &  
STEELES  
SWITCHBOARD/  
RECEPTION**

Good telephone manner and typing. Miscellaneous office duties. Non-smoking office.

Call  
MRS. H. RUNDVA  
475-1661

**RECEPTIONIST/  
TYPIST**

for

Distributor of computer products.

Woodbine & Idema area.

\$15,000 to start. Excellent benefit package.

Call DEBBIE  
475-5177

**RECEPTIONIST  
TYPIST**

Some experience necessary, full benefits after 3 months.

Woodbine/Steeles.  
Car Needed.

475-3080

**RECEPTIONIST/  
TYPIST**

Responsible person required to perform receptionist/typist duties in busy office. Must be an energetic self-starter, who can meet challenges head-on. Professional appearance and manner a must.

Call  
Sharran Back  
BIOMEDICAL ENGINEERING  
SHARED SERVICE INC.  
475-7535

**RECEPTIONIST**

Required for Markham office. Good company benefits. Good telephone manner and typing required. Call:

Mr. Palmer - 474-0101