

Office Help

**GENERAL OFFICE CLERK and SHIPPER/RECEIVER**

Required immediately for a Gift & Stationery Importer. Hwy. #7 & #404 area.

For interview call:

**731-5160**

**INVOICE TYPIST**

Good typing skills required for small distributing firm. Some general office duties. Full or part time.

Pharmacy/Steeles  
**491-9696**

**JUNIOR SECRETARY**

For exciting high tech company.

Duties include: typing, reception, and switchboard.

Good salary and training provided. This is an excellent opportunity for someone to gain experience and advance their career.

Call  
**MR. G. STOKES**  
**470-2742**  
for an interview  
Woodbine/  
John St. area

**BOOKKEEPER \$20 - 25K**

Concord firm has position to suit female, requiring performance of all bookkeeping duties. Great opportunity to adapt to high tech computerized system. For consideration call:

Mrs. Simpson  
**367-5822**

**Bookkeeper**

Fast paced growing company is looking for a "Take Charge" person to handle accounts receivable, accounts payable and payroll in a computerized environment.

Pleasant telephone manner also an important consideration.

Salary to commensurate with experience.

Call us for an interview.

**884-8175**

**RECEPTIONIST**

Receptionist required for the Woodbine and Steeles area. Responsibilities would include reception area, arranging quarterly sales meetings, bank deposits, special projects, ordering of office supplies. Own automobile would be an asset. Please call or write for interview.

Jim Gornley  
**475-6141**

**CANTOL LIMITED**  
199 Steelcase Road West  
Markham, Ontario L3R 2M4

**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**

**RECEPTIONIST/ PERSON FRIDAY**

A very busy, Specialty Advertising Promotional Marketing Firm in the Woodbine/Steeles area is looking for a mature, responsible person who is detail oriented, a self-starter and can work with little supervision.

A professional telephone manner, accurate typing (60 wpm), aptitude for figures, and a flair for customer service is required.

Call 9 a.m. to 5 p.m.  
Ginny Hulst  
**475-6722**

**PERSON MONDAY TO FRIDAY**

Are you bored with your present job or looking for a more challenging position? If so, we are interested in offering you a position with variety and new responsibilities. Knowledge of PC-based word processing required, other software usage an asset. Minimum 2 years experience.

Contact Mr. I. Isaacs  
**479-1842**

We are seeking an individual to fill the position of

**RECEPTIONIST**

at our new office near Maple. The individual must have a good telephone voice and some typing and filing experience. Non-smokers preferred.

Contact T. Gardner  
**661-9800**

**RECEPTIONIST/ SECRETARY**

Markham Company requires bright, eager person for reception and a variety of typing and office duties. Bookkeeping and payroll experience an asset.

Contact  
MR. TODISH  
**470-1490**

**OFFICE CLERK**

Required for Accountant's office. Duties to include: reception, typing, data entry and bookkeeping.

Please forward resume to:

P.O. Box 321  
Markham, Ontario  
L3P 3J8

**OFFICE MANAGER**

- To run a small office.
- Experienced typing skills required.
- Ability to work independently.
- HWY 7/404

**889-4944**

**PERSON FRIDAY NEEDED IMMEDIATELY**

We are seeking an experience Person Friday with experience in general office duties and word processing. Computer experience an asset.

Excellent opportunity for the right person. Salary negotiable.

Resume and references required. Woodbine & Hwy. #7 area.

**479-1467**

**Clerk/Typist**

The head office of a large retail drug store chain, located at Keele-Hwy. No. 7, has a position opening for an experienced Clerk/Typist.

Candidates should have good typing skills.

Competitive salary and excellent company benefits.

For more information call E. Sturgess.

**669-4900**

Sales Help & Agents **530**

**VENUS LINGERIE FULL & PART TIME SALES HELP**

for new store opening  
**MALVERN TOWN CENTRE**  
Neilson & Tapscott  
**741-7047**

**A CAREER OPPORTUNITY**

National Company needs Sales Reps. to present our fun raising programs to school Principals, Youth Directors and Civic Club Leaders.

Guarantee of \$400 per week to start.

Expense paid training program.

\$20,800-\$25,000 Commission potential.

\$25,000-\$30,000 Second year.

Excellent medical plan.  
Call Mr. Allan.

**1-800-268-1250**

**Economist & Sun**

Requires the following personnel:

**DISTRIBUTION DEPARTMENT**

• **VISUAL VERIFIER**

Great part time job for students. Good hourly wage, plus mileage. Monday to Thursday from 5:00-8:00 p.m. Saturday 10:00 a.m. to 1:00 p.m.

• **DISTRICT MANAGER**

We require a self motivated, energetic individual who loves a challenge in their workplace, to fulfill the duties of a DISTRICT MANAGER.

The Distribution Department offers salary, expenses and a benefit package.

A car and a willingness to work with pre-teens is a necessity.

For interview call  
Barry Goodyear  
**294-8244**

**CLASSIFIED DEPARTMENT**

• **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.

• **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.

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

Salary plus commission, good company benefits.

For interview call  
Debra Weller  
**294-2200**

Sales Help & Agents

530

**INSIDE SALES**

Join the telephone sales department of one of Canada's leading industrial maintenance suppliers. In this position you will be selling our expanding product line to our established customer base.

Qualifications include a good telephone voice and a desire to succeed. Previous sales experience desirable but not required. Full or part time positions available. Compensation includes salary and commission plus full company benefits. Potential first year earning mid 20,000 range.

For more information call Mark Barrett at 470-2011.

**REVERE-SETON INC., MARKHAM, ONTARIO.**

**SALES**

Career Position

Established manufacturer in Richmond Hill, requires an experienced person to manage our Sales. Inside/outside sales involved.

Please apply in writing to: P.O. Box 34, c/o The Liberal, Box 390, Richmond Hill, Ontario L4C 4Y6

**WINE ART**

Requires part-time sales person, in Richmond Hill. Wine and beer making experience preferred. Must be able to work Saturdays.

**881-7025**

**PEOPLES' JEWELLERS**

Has openings for professional salespeople.

If you are looking for a challenging and rewarding sales career in the retail jewellery field and if you have the following qualifications, we would be interested in hearing from you.

- Sales oriented
- Self-motivating
- Personal initiative
- Leadership ability

We are looking for professional sales personnel in our Markville Shopping Centre and Hillcrest Mall locations. Part-time positions available. Please apply in person, or write with full details of your qualifications to:

Mr. R. Dawe  
Peoples' Jewellers  
Markville Shopping Centre,  
Unit 44  
5000 Hwy #7  
Markham, Ont.  
L3R 4M9

**FULL & PART TIME JEWELLERY SALES HELP required**

Previous experience an asset.

Apply in person to  
**YOUNG'S DIAMONDS 'N GOLD**  
Markham  
SuperCentre Mall  
**475-3267**