

Office Help

**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

Highway #7 and 404 area

**MORTGAGE BROKER**

Requires self-motivated Secretary/Receptionist for branch office.

Pleasant telephone manner, accurate typing and aptitude for figures a must.

CALL MR. BYER

731-4242

• **JUNIOR DATA ENTRY CLERK**

Required immediately for record and tape retailer located north of Warden & Steeles area. We are looking for an individual who is fast, accurate and able to cope with deadlines.

• **AUDIT CLERK**

We require a clerk to check manager's reports. Some office experience required and ability to use calculator.  
 We offer good company benefits including OHIP.

For an appointment call  
 474-1900

**BEST JOB FINDERS IN MARKHAM**

**INTERMEDIATE SECRETARY 20-22K**

Demonstrate your initiative and stimulate your mind by joining this winning team! Utilize your fluent verbal and written French skills in a creative and congenial environment. Bring along your enthusiasm as well as your talent for organizing and prioritizing for a busy executive. Your top secretarial skills in typing, and word processing will start you on your new career. Beautiful offices and great benefits. Don't hesitate! Order #K3127.

**ACCOUNTS PAYABLE 16K+**

Big job with a bright future! Use your flair for figures in this busy Markham company. As an accounts payable clerk your duties will include preparation and input of computerized accounts, and other general office functions. With a little experience an enthusiastic attitude here's your chance for a new beginning. Order #3096.

**JUNIOR CLERK TYPIST 13-14K**

Lots of enthusiasm and a little experience are all you need to work in this growing company. If you have a good phone manner, and type, then opportunity awaits you in this Markham location. Call us for an interview today. Order #K3126.

**SECRETARY/ACCOUNTS PAYABLE 17-18K**

If you enjoy a busy environment don't delay. This established company offers a wonderful package to someone with secretarial background, good organizational skills and several years exposure in the accounts payable area. A day filled with variety awaits you. Excellent benefits and growth are offered with this company. Don't miss this opportunity! Order: #K3123.

Call Diane Keil at 471-8551  
 27 Wellington Street W. (west of Markham Rd.)  
 Markham, Ontario

**DRAKE PERSONNEL**



7551 Woodbine Ave.,  
 Markham  
 Requires The Following:  
**Switchboard Operator/  
 Typist**  
 Fulltime

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

**DATA CONTROL  
 DEPARTMENT**

Of a national company requires an individual who shows initiative, good communication skills, aptitude for figures, and willingness to perform a variety of clerical duties including filing and editing of computer data input and output.

Teamwork is a necessity as frequent dealings with nationwide branches keep us active.

Please send resume to:  
 Mrs. L.R. McManus,  
 2907 Kennedy Road,  
 Agincourt, M1V 1S8

**WE'RE IN YOUR NEIGHBOURHOOD!**

Children settled back at school? Looking for something to do? You'll find a special opportunity at **OFFICE OVERLOAD** — we'll get you to work when YOUR schedule permits and you can choose from a variety of interesting assignments, from easy to handle clerical jobs to secretarial and word processing. So come on out and join us for coffee at an:

**OPEN HOUSE  
 AT OFFICE OVERLOAD**

27 Wellington St., W., 2nd floor  
 Southwest corner of Hwy. 7 and Hwy. 48.

471-8553

Thursday, October 8th, 9 a.m. - 3:30 p.m.  
 Thursday, October 15th, 9 a.m. - 3:30 p.m.

P.S.: Ask about our **WORD PROCESSING TRAINING**  
 and **RETURN TO WORK SEMINARS**

P.P.S.: Ask us about our **GIFT CATALOGUE** too.

**DRAKE  
 OFFICE OVERLOAD**

**Brownlee  
 Personnel Services**

- **BILINGUAL CUST. SERVICE** - High profile co. requires a fluently bilingual (French/English) Customer Service Rep. Computer input & telephone communication are major responsibilities. Location Markham Rd./401. Salary to \$24,000. Excellent benefits.
- **RECEPTIONIST** - Engineering consulting firm requires a well-groomed, friendly individual to answer phones, greet visitors & perform other miscellaneous duties. Some typing needed. \$17,000.
- **PERM. PART-TIME** - Maternity leave (17 wks.) (Nov.-Mar.). An interesting & varied position in a friendly environment. Limited office exper. required — no typing. Call for details.
- **PERM. PART-TIME** - Immediate opening. Until the end of year, assist this rapidly expanding co. (Hwy. 7/Woodbine) with their backlog in the Accts. Payable dept. Salary based on \$20,000.
- **PAYROLL CLERKS** - Two immediate openings for experienced payroll clerks. One position requires a range of bookkeeping knowledge, the other payroll, primarily with some A/P. \$20-24,000 & good benefits.
- **PERSON FRIDAY** - If a small office & a variety of duties appeal to you, then this Secretary/Receptionist position is worth considering. Word processing training provided. Good typing & flexible attitude important. \$17-18,000.
- **INVENTORY CLERK** - Excellent opportunity to join one of Markham's "best" companies. Computerized inventory control (will train on computer) and clerical duties are major functions. (Hours 7 a.m.-3:30 p.m.) \$18,000 + outstanding benefits.

MANY MORE JOBS AVAILABLE. CALL TODAY

197 MAIN ST.  
 UNIONVILLE

471-6060 or 470-1771

**PERSON FRIDAY**

A Mini-Business Computer company in the Warden & Steeles area has an immediate opening for a Person Friday. We require an energetic person to assist in a busy Marketing office.

Duties to include: Reception, Switchboard, Data Entry, Filing and Purchasing. Candidates for this Junior position should possess some knowledge of word processing or P.C. experience and have 1 or 2 years work experience. Excellent benefits package.

Please phone for an interview  
 475-3450

**PERSON FRIDAY**

SCARBOROUGH

The applicant for this position should have good typing skills, an aptitude for figures, administrative ability and good telephone manners. Remuneration in accordance with experience and skills as well as comprehensive health, dental and other benefits.

Please reply in confidence to  
 Box #4308, c/o Markham Economist & Sun  
 9 Heritage Road, Markham L3P 1M3

**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

**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, Ont. L3P 1M3

**RECEPTIONIST/TYPIST  
 TEMPORARY FULL TIME**

International sales/distribution office requires a well-groomed, articulate person to handle telephone, typing and assist in general office duties. Position will be temporary for a 3 month period with good opportunity for permanent employment. Located in Finch/Markham Rd. area. Please phone Friday, Oct. 16th and Monday Oct. 19th only.  
 297-0440

**TIRED OF  
 "EXPERIENCED ONLY ADS"?**

If you have a bright personality, an eagerness to get a start in the office, a sense of responsibility, we can get you into a variety of reception or clerical positions to give you that "foot in the door!" Our assignments are exclusively in the North Scarborough/Markham area with well established organizations.

FOR MORE INFORMATION  
 PLEASE CALL  
 DIANA  
 477-7557



**INTERMEDIATE ASSISTANT  
 TO OFFICE MANAGER**

Our client is a non profit international association ministering to the needs of children around the world.

The qualifications required for this position would be first and foremost a dedication to their cause; familiarity with word processing equipment; an aptitude for working with figures; and a good grasp of office procedures.

Candidates should possess well developed organizational skills to be effective in this busy office and excellent interpersonal skills to work with and through other people. Compensation package is competitive — Location: Steeles & Victoria Park. Interested applicants please call or send your resume to:

MRS. M. MONEY  
 MACHRY/MONEY & ASSOCIATES  
 2 Sheppard Ave. E., Suite 707,  
 Willowdale, M2N 5Y7  
 221-7117

**Allstate TEMPORARY POSITIONS  
 IN MARKHAM**

We are searching for a number of individuals interested in temporary employment in our Markham Head Office. These assignments will run for a period of 2-3 months on a full time basis.

The successful candidate will have a completed high school diploma and able to type 35 wpm. Interested applicants please call:

HELEN SIRENKO  
 475-4321

ALLSTATE INSURANCE COMPANY OF CANADA

**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 Gormley  
 475-6141  
 CANTOL LIMITED  
 199 Steelcase Road West  
 Markham, Ontario L3R 2M4

**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

\*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

**GENERAL  
 OFFICE CLERK  
 and  
 SHIPPER/  
 RECEIVER**

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

For interview call:

731-5160



33 Arnold Cres., Richmond Hill  
**URGENT!**  
**Office Staff Needed For  
 Permanent And Temporary  
 Positions In York Region.**  
 Call to-day for details.  
 884-6782

**INVOICE  
 TYPIST**

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

Pharmacy/Steeles  
 491-9696

**RECEPTIONIST  
 TYPIST**

Some experience necessary, full benefits after 3 months. Woodbine/Steeles. Car Needed.

475-3080