

GOT YOUR EYES ON A SPARKLING LITTLE HOLIDAY NUMBER?

Born to shop? Join the team of Office Overload in Markham and turn your free days into pay days!

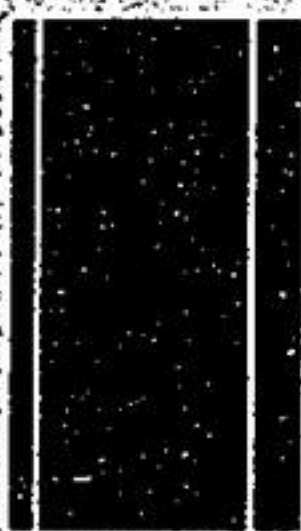
The coffee's brewing — so please drop by.

Bring a friend too!

OFFICE OVERLOAD

27 WELLINGTON STREET WEST, 2ND FLOOR
Southwest corner of Hwy. 7 and Hwy. 48

DRAKE
OFFICE OVERLOAD



One of Canada's foremost International Investment firms is opening a new office in Markham and has requirements for the following.

Sales Assistant

You will be called upon to deal with customers in person and over the phone, as well as provide general secretarial support.

You must be mature and capable of working under pressure. Accurate typing skills (50 wpm) are required. Successful completion of C.S.C. preferred.

DNS Operator

Your background should include data entry on a standard keyboard, accurate typing (50 wpm) and a minimum of two years office experience.

Trusted
Investment
Advice
Since 1921

Please forward your resume to: Human Resources Department, McLeod Young Weir Limited, Commercial Union Tower, Box 433, Toronto-Dominion Centre, Toronto, Ontario M5K 1M2.

A JUNIOR ACCOUNTING RECEIVING CLERK

Successful candidate must be well spoken with good calculator skills. We are located north of Markham & Finch.

If you are interested
Please call
PAT GIBBS - 293-1941

Highway #7 and 404 area

SECRETARY/RECEPTIONIST

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

WHY ARE YOU READING ADS?

If you are ready for a change these progressive Markham area clients are offering super positions with excellent benefits.

\$15-16K LEASE BILLING ADMINISTRATOR

Aptitude for figures with some data entry. Lots of advancement.

\$16-18K RECEPTION/WORD PROCESSOR & RECEPTION/JR. ADMINISTRATOR

Extremely congenial atmosphere, customer contact a priority. Training provided.

\$18K VEHICLE PURCHASING ADMINISTRATOR

Lots of client liaison across Canada. PC knowledge and typing a necessity.

\$17-20K BILINGUAL COLLECTIONS SPECIALIST

Collecting of government and educational accounts. Follow-up with clients and interfacing with several other departments.

\$20-22K ACCOUNTS PAYABLE SPECIALIST

All aspects of accounts payable duties on a computerized accounting system. Excellent communication skills required.

\$20-22K ACCOUNTS RECEIVABLE SPECIALIST

Senior accounts receivable responsibilities on a computerized system. Advancement opportunities as well.

Don't hesitate to call — for further information please call



HEATHER OR KAREN
764-6344 or 773-4266



CLERICAL HELP FULL-TIME TEMPORARY

Bright persons required for general office duties. Calculator experience necessary. Will train in other areas. Must have good command of English: 8 to 5, Monday to Friday. \$5.75/hour.

Contact Bev 8 - 12 at
299-4450

CANADIAN PACIFIC MOVING SYSTEMS

A member of United Van Lines and part of the Canadian Pacific Ltd. family of companies, has an immediate opening for:

COLLECTIONS/BILLING CLERK

Reporting to the Head Office Accounts Receivable Supervisor. Receivable experience preferred.

Please forward resume to:

C.P. MOVING SYSTEMS
4069 Gordon Baker Road
Scarborough, Ontario M1W 2P3
Attention: C. ABRAMS

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

OFFICE CLERK

North York Hydro has an opening for an Office Clerk in the Customer Accounting department.

The successful applicant will have minimum grade 12 education, a pleasant personality, good typing ability (minimum 50 wpm) with a willingness to learn various customer service and clerical functions. North York Hydro has excellent working conditions and a full range of benefits. Please forward your resume to:

Employee Relations
Administrator

NORTH YORK HYDRO
5800 Yonge St.,
North York, Ont. M2M 3T3

North York Hydro



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



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.

RECEPTIONIST TYPIST

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

475-3080

CARSON & WEEKS
Insurance Brokers Ltd.,
requires experienced full
time Receptionist.

Apply to
Mr. Richard Shallhorn

294-0722