

**TYPIST/DATA ENTRY**

MARKHAM ROAD/401

We have a number of full-time temporary positions available. Hours 8 to 5, Monday to Friday. Typing 40-50 WPM. Data Entry skills beneficial but not essential. Must have good command of English. \$5.75/hour.

Contact Bev 8 - 12 at  
299-4450

**CUSTOMER SERVICE/TYPIST**

MARKHAM ROAD/401

We have a temporary position available for 3-4 months. Could lead to full time.

Pleasant telephone manner. Typing 40-50 wpm. Data Entry skills beneficial, but not essential. General office duties.

For interview, please call Bev at  
299-4450

**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

**JUNIOR ACCOUNTING CLERK**

Required for credit department. Duties include: computer input/output, paying freight bills, some typing, filing and switchboard relief.

Competitive salary and good company benefits.

Call:  
MRS. CAPLAN  
292-7699

**Proctor-Silex**

**RECEPTIONIST**

Victoria Park/  
Steeles

A leading woodworking company requires receptionist with 45 w.p.m. and pleasant telephone manner.

Company offers good salary and medical/dental benefit plan.

For interview please call

475-1999

**Atlantic BENEFITS CLERK**

Atlantic Packaging Products Ltd., a progressive and rapidly-growing manufacturer of packaging and consumer products, has an excellent opportunity available at its Scarborough Head Office for an individual with 5 years of benefits experience gained in a high-volume environment.

Responsibilities include preparing monthly billing for OHIP, pension, dental, and group insurance; calculating premiums; and reconciling accounts. Some typing ability (35 wpm) is preferred. Computer exposure is an asset. The company offers an excellent compensation package. Sound interesting? Give us a call today!

298-4164 298-4166

**SENE'S CONSULTANTS Requires**

**Word Processor**

A full-time word processor with a good command of the English language, grammar and spelling. Experience with micro-computers and wordstar are preferred.

**Receptionist**

A part-time receptionist, 2 days per week.

For an Interview Call  
Betty Wallis  
499-5030

**RECEPTIONIST**

Busy Sportswear Company requires energetic Receptionist.

Typing and pleasant telephone manner.

Ask for Dina

297-7377

**Brownlee Personnel Services**

- **IMPORT AUTO DEALER** — Is searching for a fluently bilingual (French/English) secretary. Your professional appearance, pleasant personality and good typing skills will land you this job. \$19,200+ benefits.
- **PERSON FRIDAY** — Beautiful new offices, 100% paid benefits and ideal location can be yours, if you are willing to handle a variety of duties; relief reception, computer, entry, some typing, etc. \$16,000+ benefits.
- **INVENTORY SPECIALIST** — Put your inventory experience to use in this rapidly expanding communication company. Knowledge of inventory system vital. Presently a manual system — soon to be computerized. \$18,000+ good benefits.
- **CUSTOMER SERVICE SUPERVISOR** — This dynamic Publishing Co. is seeking a service-oriented indiv. for the subscription dept. Good communication and organizational skills required. Knowledge of computer helpful. Previous customer service experience a definite asset. \$17-\$19,000 — 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.
- **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.
- **PAYROLL CLERKS** — Two immediate openings for experienced payroll clerks. One position requires a range of book-keeping knowledge, the other payroll, primarily with some A/P. \$20-24,000 & good benefits.
- **INVENTORY CLERK** — Excellent opportunity to join one of Markham's "bcsl" 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

107 MAIN ST.  
UNIONVILLE

471-6060 or 470-1771

**OFFICE CLERK JUNIOR**

Required for order department. Data entry, filing, typing and relief reception.

Typing and communication skills a must. Own transportation.

Hwy. 404/#7 area.

Please call  
881-3100

**PROGRAMMER & OPERATOR**

The head office of a large retail drug store chain located Keele/7 has a position opening for a **Programmer** with a minimum of 2 years work experience. Candidates should be familiar with **Cobol, Powerhouse and each HP 3000**. We are also looking for an experienced **Computer Operator** with 1 to 2 years related experience.

Competitive salary and comprehensive benefit plan. For more information please contact.

E. Sturgess  
669-4900

**ACCOUNTS RECEIVABLE CLERK**

Required for busy Woodbine/Steeles office. Duties will include a daily deposit.

Call  
ANNETTE NOEL  
474-5709

**ADMINISTRATIVE ASSISTANT**

We required an individual with excellent secretarial skills, experience in Personnel and Benefit Administration, familiarity with word processing/Lotus and some exposure to sales/marketing administration.

Excellent organization and communication skills, judgement and maturity are essential for this position.

Qualified applicants should call:

MRS. B. HESTER  
475-6441

**Secretary/Receptionist**

For small friendly office. Able to handle a busy schedule. Word processing an asset. Own transportation required. Call Linda.

498-6870



MARKHAM BUSINESS & PERSONNEL SERVICES

Thornhill Square, 300 John St., Suite 401, Thornhill, Ontario L3T 3W1

★ DOES THE WORK WORLD ★

★ BECKON YOU? ★

★ WE'D LIKE TO HELP! ★

Our clients urgently require **Dedicated, Returning-To-Work People and Bright Juniors, looking for that "FOOT IN THE DOOR"**

Both temporary and permanent positions are available.

CALL TODAY TO DISCUSS YOUR CAREER POSSIBILITIES

764-3845

**BOOKKEEPER**

Some experience preferred.

Required for Feed Mill in Whitevale.

Please call  
294-1487

**Part Time CLERICAL ASSISTANT**

Flexible Hours  
\$6.00/hour

CALL MARG  
294-5515

**PART TIME CLERICAL WARDEN/STEELES EVENINGS**

We have openings for part time clerical staff, to work from November 2 - November 27 inclusive; 6 hours per evening, Monday through Friday, to prepare data for our media division.

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

**RECEPTIONIST/ SECRETARY**

Required for leather import/export company. To assist sales department; telexing, typing, reception duties.

BEV  
888-1987