

YOU CAN DO IT! BREAK INTO AN OFFICE CAREER

- Looking for your first job?
- Tired of retail or warehouse work?
- Returning to the work force and unsure?
- Thinking about Christmas just 2 months away?

You can work full time, part time days or get a lot of exposure through temporary assignments.

Call today and choose where you work tomorrow in an abundance of jobs in Scarborough or Markham.

We have entry level positions in the comfort of a small office or the rapid pace of a large international company.

You can tell we're different — from your very first call, we treat you right.

FOR MORE INFORMATION
PLEASE CALL

DIANA
477-7557



FINANCIAL ANALYST

Experienced in all phases of consolidation, budget and analysis in a computerized environment. C.G.A. or C.M.A. Grad or 5th level. Salary \$35K+.

CREDIT & COLLECTION

Experienced, with ability to collect and keep clients: Salary \$18K+.

DATA ENTRY OPERATOR

Experienced, for alpha and numeric input, or reverse keyboard, operators for day and evening shifts. Salary \$15K+.

Competitive benefits.

Please apply in person or apply to:

TELECOM SERVICE CO.
3550 Victoria Park Avenue
Willowdale, Ontario M2H 2N5
499-2045

INVOICE TYPIST/RECEPTIONIST

Required for busy distribution office in Markham area. Must have good typing skills and fluent in English. Own transportation required.

Hours: 8:30 am to 4:30 pm.

Competitive salary and excellent benefit package.

CALL 474-0665

Between 10:00 am and 3:00 pm for appointment

LEGAL SECRETARIES

required

For full time positions for offices located at Markham and Scarborough: Some legal experience required.

Call Lorraine

475-5297

JUNIOR CLERICAL

Pleasant well spoken individual required for Reception and Clerical duties in Markham area office.

Full time position. Monday-Friday, 8:30 am - 4:00 pm. Salary commensurate with experience.

Call for an appointment
PAMELA 477-9940

PENGUIN BOOKS CANADA LIMITED

Publishing company requires a SALES SECRETARY. Some experience needed. 40 w.p.m. Excellent benefits and summer hours.

Call Marcie at LMR CONSULTANTS
733-2003

PART TIME AND FULL TIME POSITIONS SHEPPARD AVE/MARKHAM ROAD

We have a number of temporary positions available both full time and part time picking and packing small gift items. No experience necessary. \$5.75/hour.

CONTACT BEV - MORNINGS 8-12 AT
299-4450



McLEOD
YOUNG
WEIR

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.

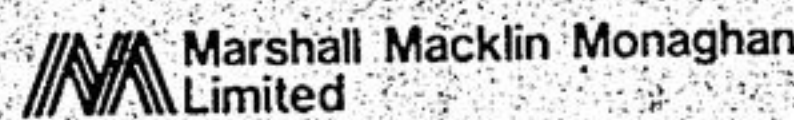
COST CLERK

We have an immediate opening for a Cost Clerk to perform the following duties: recording and processing divisional accounts payable invoices, preparing and journalizing divisional cost reports, preparing labour, duty and exchange analyses, analysing gross profit and related expenses, maintaining computerized standard cost system and reconciliation of account balances.

Applicants should have data entry experience, preferably using Lotus 1-2-3 and enrollment in SMA/CGA would be an asset. Interested candidates, please forward resume in confidence to:



Personnel Office
Emerson Electric Canada Ltd.
P.O. Box 150
Markham, Ont.
L3P 3J6
(416) 294-9340



JUNIOR CLERK

Duties to include: invoicing, receipt retrievals, filing, minimal typing, back-up for mail and switchboard.

Reply to
PETER JACKSON
449-2500 ext: 436

ORDER DESK

Opportunity for French speaking person with reasonable typing skills and accurate with figures.

Excellent working conditions and employee benefits. New office located at Birchmount & 14th Avenue area.

For appointment call
SYLVIA PINTO 474-9901

RECEPTIONIST

Small office requires person to handle a variety of office duties including: reception, typing, order desk and switchboard. Pleasant work environment, minimum 2 years experience.

Interested persons contact between 8:30 - 4:45, Monday-Friday.

477-5566

RECEPTIONIST/SWITCHBOARD/TYPIST

Woodbine/Steeles area

C.A. firm requires experienced person with accurate typing to handle busy switchboard PLUS: Pleasant, non-smoking environment.

SANDY 475-2222

Economist & Sun

Requires the following personnel:
ACCOUNTING DEPARTMENT

- ACCOUNTS PAYABLE CLERK
We have an immediate opening for an accounts payable clerk. Excellent working conditions and benefits.

For interview please call
Chris Bertram
294-2200

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

WE'RE IN YOUR NEIGHBOURHOOD

BILINGUAL/FRENCH RECEPTIONIST 17-19K

Do you present a professional image, have a good telephone manner, typing skills and love doing reception? Lots of people contact and typing will make your days fly by. Friendly co-workers, great benefits. Call today. Order #K3127.

BILINGUAL/FRENCH ORDER DESK 20-23K

Here's a wonderful opportunity to put your people skills and order desk experience to the test. This modern computerized environment needs a well-organized individual with previous customer-service experience to handle a busy order desk. This position offers excellent earnings and growth potential. Don't miss this opportunity. Call now. Order #3128.

SECRETARY/WORD PROCESSOR 17-19K

The best of both worlds is offered to you. Put your secretarial and word processing experience to work for this company's upper management team. Variety, growth and challenge await the right person. Dicta and good communication skills are assets. Good benefit package. Make this opportunity yours today. Order #K3060.

SWITCHBOARD OPERATOR 16-18K

Are you an enthusiastic outgoing individual who loves to meet people? If so then this terrific opportunity was made to measure for you as you become the mainstay for this reception area. Typing of dockets, quotations, some filing and sending couriers are some of the duties you will encounter in this pleasant, professional office. Excellent benefits. Order #K3106.

CALL DIANNE KEIL AT 471-8551
27 WELLINGTON ST. W. (West of Markham Rd.)
MARKHAM, ONTARIO

DRAKE PERSONNEL



COLLECTION CLERK BILINGUAL PREFERRED (E/F)

Due to rapid growth within our busy credit department at our Scarborough head office, we are looking for an enthusiastic individual to take on the responsibility and challenge of processing credit/collections. You will also handle inter-office and customer correspondence.

Experience is required in collections, reconciliation of accounts, and issuing debit/credit notes, preferably gained from a computerized manufacturing environment. Excellent verbal and written communication skills are a must. You should also have analytical and problem-solving abilities. An attractive compensation package is offered. Join a company on the move!

Call us today! 298-4164/298-4166
Atlantic Packaging Products Ltd.

PERSON FRIDAY/ORDER PROCESSING

"MARKHAM"

Junior Person Friday required for general office duties: filing, typing, etc.

Opportunity to learn order processing. Must be fluent in English, type 40 w.p.m. and have own transportation. Data entry an asset. Good salary and benefits.

CALL MRS. MATARAZZO
475-0704

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

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

Expanding Unionville area company is looking for a well organized individual to work in an

ORDER PROCESSING DEPARTMENT

Accurate typing for computer input. Will train. No experience necessary.

To arrange an interview please call
CHRIS AJMOND 477-5600