

Office Help

PERSON FRIDAY

Experienced self starter. Full time with bookkeeping background. Data entry experience an asset. Warden & Steeles area.

474-0583

(after 6:00, 640-1918)

PERSON FRIDAY

SCARBOROUGH

The applicant for this position should have good typing skills, an aptitude for figures, administrative ability and good telephone manners. Renumeration 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

RECEPTIONIST/TYPIST

Busy Unionville paper distributor requires a receptionist with good typing, communication skills and pleasant phone manner, to handle a busy 8 line board.

Interested applicants please call
Debbie Tucker at
479-4999

to arrange an interview

* Must have reliable transportation *



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

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
55800 Yonge St.
North York, Ont. M2M 3T3

North York Hydro

RECEPTIONIST/TYPIST

Three days a week. Near Kennedy/Steeles.

Minimum 55 w.p.m. typing to train on word processor. Must have fluent English and be cool under pressure.

CALL SHARON
292-1401



BODY SHOP

REQUIRES

**CASHIER
RECEPTIONIST**

CONTACT
DAVE WILSON

886-2000

886-3614

RECEPTIONIST/TYPIST

A full time position is available with an office equipment company in Steeles/Woodbine area.

Applicants must have good typing skills and pleasant telephone manner. Salary plus benefits.

CAROL
475-6176

RECEPTIONIST/TYPIST

Good skills for office furniture dealer.

CALL
447-5844

Brownlee Personnel Services

CUSTOMER SERVICE — This dynamic Publishing Co. is seeking a service-oriented indiv. for their subscription dept. Good communication and organizational skills required. Knowledge of computer helpful. Previous Cust. Serv. exper. 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.

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.

BILINGUAL RECEPTIONIST/SECRETARY — Import Auto Dealer is searching for a fluent bilingual (French/English) Receptionist/Secretary. Your professional appearance, pleasant personality and good typing skills will land you this job. \$19,200 + benefits. Immed. start.

SALES POSITIONS — Computer accessories/supply co. needs Inside Order Desk/Telemarketers. Base salary \$18,000 + 50% commission. FEMALE/MALE. Immediate opening for Bilingual Sales Rep.

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.

MANY MORE JOBS AVAILABLE, CALL TODAY

107 MAIN ST., UNIONVILLE
471-6060 or 470-1771

QUALITY CONTROL INSPECTORS

A leading automotive parts manufacturer requires 2 inspectors for the inspection department. Applicants must be experienced in statistical methods, blueprint reading, use of measuring equipment, and general inspection techniques.

Shift work required. Excellent company benefits. Qualified applicants reply in person to:

Personnel Department
95 Cousins Drive
Aurora, Ontario
L4G 3H1

CUSTOMER SERVICE

Growing company requires an ambitious individual.

DUTIES TO INCLUDE: Data Entry.

Excellent benefit package.

Please Call:

Mary Adams
731-3599
To Arrange An Interview

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

Apply to
Mr. Richard Shallhorn

294-0722

FILING SWITCHBOARD RELIEF

Part time help required

1:00 p.m. to
4:30 p.m.

CALL
477-8573

(Hwy. #7 & Woodbine area)

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

RECEPTIONIST

Efficient, well organized and productive. Receptionist required for busy Chiropractic office. Reception, telephone and related duties. Some office experience an asset.

SALARY OPEN

Apply in person to
WEST CHIROPRACTIC CENTRE
4747 Hwy. #7E
Unionville, Ontario



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.

A/P CLERK

Publishing House in Markham, immediately requires an individual experience in A/P functions to work in a computerized environment.

Salary commensurate with experience.

For an appointment call:

475-9111

Advance Interface
Electronics Inc.

JUNIOR CLERK

A high school graduate to handle general office clerical duties. Experience an asset but not essential.

Please call
479-1443 or

Send resume to
860 Denison Street
Unit #4
Markham, Ontario
L3R 4H1

BOOKKEEPER

Some experience preferred.

Required for Feed Mill in Whitevale.

Please call
294-1487

Secretary/
Typist

Strong typing skills required. A.E.S. Word processing an advantage. Excellent working conditions, remuneration and benefits.

Please send resume to:

Thome Ernst & Whinney
10350 Yonge St. 4th Fl.
Richmond Hill, Ont.
L4C 5K9

Attn: Kim Perkins

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**



Positions available

- PART TIME CUSTOMER SERVICE CLERK
Monday, Tuesday, Wednesday 10 - 3
Thursday, Friday 10 - 4
- FULL TIME STENO/TELLER
Experience required.

Reply to: MRS. K.L. HILLS
SCOTIABANK

Markham and McNicoll 292-3714



RECEPTIONIST/TYPIST

Part time position with our Stouffville office.

One evening per week and Saturdays.

Starting November.

CALL
DIANE
640-2082
between 9 a.m. - 4 p.m.



33 Arnold Cres.
Richmond Hill

Needed

- Word Processors
- Secretaries
- Receptionists
- Typists
- Bookkeepers
- Accounting Clerks
- Purchasing Clerks.

Permanent and temporary positions.

Call to-day 884-6782

OFFICE CLERK

required

We are seeking a pleasant, intelligent individual with an ability to work independently. Job experience not essential.

Clerical duties will include: some phone, typing (at least 40 w.p.m.) and W/P (we will train). Pharmacy/Steeles area.

477-4990

PART TIME SECRETARY

required for
St. James Presbyterian Church.
Call mornings
640-3151

RECEPTIONIST

Busy Sportswear Company requires energetic Receptionist.

Typing and pleasant telephone manner.

Ask for Dina
297-7377

Market Research Firm in the Hwy. 7 - Leslie area has full-time day and part-time evening positions available for:

Customer Service

Data Entry

T.T.C. Bus To Door

Please call: Charlene
881-1030 Ext. 347

PERSON

For small office: 9:30 - 3:30 weekdays.

Kennedy/Steeles area.

297-0304

BOOKKEEPER

For C.A. office, permanent, part-time or full time, to work in north-east area of Scarborough. Experienced to trial balance, with knowledge of computerized accounting preferred.

Call: Mr. C. Perrone, C.A.
GILMORE, WALSH & CO.

361-0925

Previous applicants need not apply.

JUNIOR RECEPTIONIST/PERSON FRIDAY

A very busy, promotional marketing firm in the Woodbine/Steeles area is looking for a well-organized person with good communication skills and typing of 50 wpm.

An aptitude for figures and a flair for customer service is required. Minimum 2 years office experience. May appeal to someone returning to the workforce. This is a junior position. Phone Ginny Hulst 9 a.m.-5 p.m.

475-6722

RECEPTIONIST/TYPIST

- Pleasant telephone manner
- Various office duties
- Immediate

Woodbine/John area
479-2520 SANDI

RECEPTIONIST TYPIST

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

475-3080

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

SECRETARY

Full time for STOUFFVILLE Real Estate Office. Bookkeeping experience an asset.

CALL
640-2225