

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

SECRETARY

We have an excellent opportunity for a well organized individual familiar with memory typewriters who will be able to carry out a variety of duties and upkeeping of recording systems in a busy sales department. Successful candidate needs Grade 12 education, excellent typing skills and good communication skills.

CLERK

Do you have an aptitude for detail work? We need clerical staff with previous office experience and excellent observation skills to assume a variety of clerical duties — coding, computer terminal entry, basic mathematical analysis.

PART-TIME DATA ENTRY EVENINGS

We need data entry operators trained in 3742, 029, 024, to work for 5 evenings per week — 3 weeks per month, after 4:30 p.m. (60 hours per month).

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

Growing Consulting Engineering Office requires

Mature person with car to take charge of miscellaneous office duties. Pleasant working conditions. Would suit retired person.

731-8674

Aircraft Dealer requires an experienced

Secretary/ Receptionist

With dictaphone in smoke free environment.

Call Linda,
498-6870

ACCOUNTING RECEPTIONIST CLERK

Required by engineering company. Woodbine / 7 area. Varied related duties, would suite mature person. Salary depends on experience and qualifications.

Please Call
475-0784



ACCOUNTING OPPORTUNITY

Atlantic Packaging Products Ltd., a progressive and rapidly-growing manufacturer of consumer and industrial products, currently has an opportunity available in its Finance and Administration division.

JR. COST ANALYST

You have 1-3 years cost accounting experience, are adept with computers, and are preferably in Level 1 or 2 of the CMA/CGA programme. Become involved in variance analyses, budget preparations, and inventory audits. Solid career potential.

The company offers a comprehensive compensation package including company paid OHIP and dental premiums. These positions are based at our Scarborough Head Office. Join a company on the move. Give us a call!

298-4164 — 298-4166

summit

Busy Telemarketing firm in the Warden/Steeles area has the following opportunities available:

OUTBOUND OPERATORS — Up to \$8.00/hr. Duties include; telephoning client lists for Market Research, Lead Qualification, etc. Business to business only. Bilingual (French/English) an asset. The following shifts are available:

Full-Time Mon.-Fri. 9:00 a.m. to 5:00 p.m.	Part-Time Mon.-Fri. 9:00 a.m. to 1:00 p.m. Mon.-Fri. 1:00 p.m. to 5:00 p.m.
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To arrange for an interview, please call Lorraine at
477-7373.

Acco Canadian, a leading company of stationery manufacturers, located at the Victoria Park and McNicoll Ave. area requires the following personnel:

MAIL/STATIONERY CONTROL CLERK

This position is responsible for the processing of all company mail and the distribution of stationery supplies together with some general office duties including switchboard relief. Excellent organizational skills, a good appearance and telephone manner along with the ability to work independently are essential.

The successful candidate should have a minimum Grade 11 education, good command of the English language and typing of 40 wpm.

We offer good employee benefits including a profit sharing plan and a 4 1/2 day week. Please submit your resume, or call 499-1000.

Acco logo PERSONNEL DEPARTMENT
ACCO CANADIAN COMPANY LIMITED
501 McNicoll Avenue
Willowdale, Ontario M2H 2E2

WANT A BRIGHTER FUTURE?

Several of our Markham/Richmond Hill clients are seeking new personnel - don't be left out!!

\$15K + Reception/Person Friday
Combine your good typing and pleasant "people skills" for this entry level position in a congenial atmosphere.

\$15K Mail Room Person
Get in on the ground floor and become part of a super team. Great benefits.

\$15-16K Reception/Data Entry
Lots of variety with some training provided, invoicing is done daily on computer terminal. Good benefits.

\$15-16K Credit Card Control Clerk
This position requires someone with an eye to detail and a sense of responsibility. Math aptitude an asset.

\$20K + Junior Purchasing Agent
Well established company requires an individual with attention to detail, good phone manner and some purchasing experience involving computer input. Good career opportunity.

Car a definite asset for most positions.
Call today for further information no obligation.



Karen or Heather
773-4266 or 764-6344

CLERICAL POSITION

Full-time position in Gormley with School Bus Company to handle the following duties:

- Telephone Reception
- Charter Quoting
- Computerized Invoices
- Billing/Filing
- General Office Duties

Applicants should possess good typing skills and have a pleasant telephone manner. Knowledge of York Region an asset. Company benefits.

Please call Alberta Wituk

888-1838

WANG

"Looking to Get Back into the Workplace."

Wang Canada has several opportunities available now in Secretarial, Receptionist, and General Administrative positions in our Don Mills office. These are full and part time positions. Good communication skills, professional attitude and secretarial/administrative experience a definite asset.

For more information please call or send your resume to, Gayle Gilmor at 441-8268

Wang Canada Limited
225 Duncan Mill Road
Don Mills, Ontario
M3B 3K9

RECEPTIONIST/ TYPIST

Some bookkeeping experience. Warden and Steeles area. Call:
475-2700

ORDER DESK

Required immediately. Duties include telephone answering, order taking, filing, typing and general office duties.

Contact Dave or Robin
881-3100

RECEPTIONIST/ SECRETARY

Enthusiastic, responsible person for busy showroom/office.

Good typing and communication skills. Must enjoy dealing with customers. Lots of variety. Hwy. 7/404 area.

ART SOURCE
475-8181



SECRETARY FULL-TIME

Required immediately for busy Real Estate Office.

Must have excellent telephone manners and good typing skills.

Salary commensurate with qualifications.

Call Valerie Vogan

471-6600

SECRETARY/ SALES DEPT.

ROVO CHAIR of Canada Ltd, a growing and progressive office chair manufacturer in Markham is currently recruiting for a Secretary in our Sales Department.

We are looking for a person with a minimum of 1-2 years office experience, 50 wpm. dicta typing skills and excellent organizational skills. Bilingual (E/F) will be an asset, but not necessary.

Please call or write to:

Udo Schmieder
479-1970

ROVO CHAIR CANADA Ltd
3200 14th Ave., 4
Markham, Ont.
L3R-2L6

CLERKS! CLERKS! CLERKS!

Several positions now available in the Markham/Richmond Hill area. Little or no training necessary. Call today to start work tomorrow. Car a definite asset.

Call Heather at DGS



773-4266 or 764-6344