

Office Help

**IF YOU'D LIKE TO RE-ENTER THE WORKFORCE, YOU COULDN'T PICK A BETTER TIME**

When you first entered the workforce, you were keen, reliable and had a good attitude to work. Chances are, the years you've spent out of the workforce have developed these qualities even further. Your skills are in demand. Here's your second chance to make a good first impression. Let us show you how. We are offering a free Return to Work Seminar at our Markham Office on November 12, 1987 — Session 1: 9:30-11:00 a.m. OR Session 2: 1:30-3:00 p.m. Call Nancy Kamanga at 471-8553 (Markham Office Overload) and let us add your name to the list of attendees.

**CALL: 471-8553**

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

**DRAKE**  
OFFICE OVERLOAD

**RETURNING TO WORK OR LOOKING FOR YOUR FIRST JOB!!!**

**ENJOY PEOPLE CONTACT? 15-19K**  
If you enjoy a team environment, this position is for you. Your communication skills will be well appreciated in a busy reception area servicing clients and executive personnel. You will perform light typing and overflow clerical duties. You will be pampered and enjoy your day. Excellent benefits & growth. Order #K3136.

**VARIETY PLUS 15-16K**  
Is variety the key in your job? If your experience is minimal, but you have had some office exposure, you will enjoy this fast paced environment of this exciting position. Your day will fly by as you utilize your typing skills, process orders and maintain lots of people contact. Give yourself a chance to run the show. Call today. Order #8142.

**DATA ENTRY CLERK/RECEPTIONIST 15-17K**  
Join a growing organization! In your primary role as a data entry clerk, you will be exposed to a wide range of duties including people contact. Great hours and terrific flexibility. Call now! Order #8143.

**ENTERING THE BUSINESS WORLD UP TO 15K**  
No experience required! Are you without any recognized office skills but would like the opportunity to start in an entry-level position and receive full training? If so our client is looking for several bright, enthusiastic individuals for typing positions. Excellent learning environment, benefits & room to grow in this congenial & good atmosphere. Call today & start your career now. Order K3141.

**SHIPPER RECEIVER 15-20K**  
Are you a recent high school grad with experience in a warehouse environment. Our client requires a keen, energetic individual to handle their busy shipping & receiving areas. Experience with computer parts an asset. Lots of scope. Excellent benefits. Order #K8146.

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

**DRAKE**  
PERSONNEL

**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?
- No cost to applicant

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



**Allstate** CLERICAL OPPORTUNITIES

At Allstate we are in immediate need of junior accounting clerks and record clerks as well other clerical positions are available. Allstate offers an attractive starting salary and a full range of company benefits, including profit sharing. The successful candidates will have a minimum of 35 wpm typing. Interested applicants please call: Ken Roughton 475-4571 Allstate Insurance Company of Canada



**DON'T LOOK ANY FURTHER!**

JOBS, JOBS AND MORE OFFICE JOBS

Our clients in the Markham area have immediate temporary job openings.

- Leslie Hwy. #7 locations
- Warden/14th Avenue locations
- Woodbine/Steeles locations
- Filing, sorting, matching, photocopying
- Good telephone manner
- Typing skills helpful
- Word Processing skills helpful

We have many job openings for you to choose from!  
**APPLY TODAY; WORK TOMORROW**

Call or drop in today 471-7707 or 889-4130  
VILLAGE SHOPPES  
70A Main Street, North, Markham



Temporary Services, Ltd.  
Formerly Preferred Personnel

**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

**RECEPTIONIST/TYPIST**

We require a well groomed, bright individual with:

- a pleasant phone manner
- good typing
- and with general office skills

Excellent benefit package.  
Woodbine & Steeles area      PHONE 479-6767



**ORDER DESK**

Duties include Customers' Inquiries, Order Processing, Order Entry and Invoicing. Experience in Consumer Electronics is desirable but not essential. The successful candidate will report directly to the National Sales Manager.  
Send resume in confidence to:  
PERSONNEL DEPARTMENT  
SAMSUNG ELECTRONICS CANADA INC.  
445 HOOD RD., MARKHAM, ONT. L3R 8H1

**INSIDE SALES PERSONNEL**

**THE COMPANY:**

- 20 years in business
- Full client services
- Owner operated franchise
- Local north east Toronto service

**THE POSITION:**

- Senior temp. staffing salesperson
- Salary + commission + bonus + benefits
- Team environment - no inhouse competition
- Low turnover

We are looking for a high-energy, self-motivated individual with sales or supervisory experience to join our fast growing Willowdale/Markham office.

If you are able to make quick decisions, thrive on challenges in an unstructured job description, lets talk.

PLEASE CALL  
ANNE SPEIRS  
OR  
DIANNE RAMSTER  
492-8502



**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

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.



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

A rapidly growing Markham based distributing company requires:

**A Junior Clerical W/P  
REQUIRED IMMEDIATELY.**

This position offers a variety of duties that can lead to future advancement. Candidates must have 50-60 w.p.m. Pleasant telephone manner and word processing is essential.

Contact: Anna or Chris  
479-9123

**Economist & Sun**

Has an opening in their Distribution Department for a part time clerk.

Aptitude with figures an asset. Hours 9-1, Monday-Thursday.

For more information please contact:

JENNI HUTT 294-8244

**JUNIOR POSITION TO \$15K**

Markham area client has exciting opportunity with growth potential. Responsibilities include: reception, minimal typing, mailroom duties. Young environment, good benefits.

Call Anne Fowler  
869-3414  
Hamilton Enterprises

Looking for that position where you can make the difference...

**OFFICE ADMINISTRATOR**

A rapidly expanding health care manufacturer located in Markham, seeks a highly motivated self starter with strong interpersonal skills.

Responsibilities of the position include: customer service, Canadian / U.S. order processing, customs, client relations and office administration.

Applicants should possess a minimum 3-5 years experience in a similar environment.

Interested and qualified candidates should send their resume and salary requirements to:

MaxiMed Marketing Ltd.,  
3400 14th Avenue,  
Suite #33  
Markham, Ontario  
L3R 2L6

**NO EXPERIENCE NECESSARY**

Will train to office environment. Part-time filing clerk and switchboard relief. Proficiency in English a necessity. \$8.50 per hour. Hours are flexible from 12:30/1 p.m. (starting) to 4:30 p.m. Woodbine and Hwy. 7 area.

477-8573

**RECEPTIONIST**

Small, busy Insurance Adjusting Office located at Hwy. 401 and D.V.P.

- Mature and pleasant telephone manner essential
- General office duties
- Some dicta typing
- Hour 9 a.m. - 5 p.m.

Salary \$300 per week depending upon experience.

PHONE JAYNE WINKLE  
499-2700