

RECEPTION/ACCOUNTS PAYABLE

Excellent opportunity exists for an experienced Receptionist/Accounts Payable Clerk in Richmond Hill. Applicants must possess good typing and clerical skills; an aptitude for figures, and the ability to communicate well. A pleasant, professional telephone manner is a must. The individual selected will be a self-starter and able to work independently. We offer good working conditions, a competitive salary and fringe benefits. No interviews without resume.

CALL LINDA 764-3222

SECRETARY/ PERSON FRIDAY

German speaking preferred. Experience on Apple computer. Showroom duties, telephone orders. Correspondence in English & German. Own transportation required. Hwy. 7 and Hwy. 404 location.

For appointment call Mrs. Busby.

881-2100

QUALITY CONTROL SECRETARY WARDEN/401

Our expanding Quality Control department is in need of a person who is energetic, well-organized and is capable of working with minimum supervision to fill this new position. The ideal candidate would have word processing, Multimate preferred, Lotus 1-2-3 and excellent filing skills. A Quality Control or Production/Manufacturing background would be an asset.

We offer a competitive salary along with excellent company benefits. Interested applicants send resumes along with salary expectations to:

Personnel Manager
Julius Schmid of Canada Ltd.
34 Metropolitan Road
Scarborough, Ont. M1R 2T8

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

RECEPTIONIST/ TYPIST

Modern plant/offices #7 - Woodbine \$6.25 - \$6.50 hour Mr. Glen 756-2400

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

SMALL MARKHAM OFFICE

Requires enthusiastic, reliable person to train on computer and for a variety of other office duties.

CALL JEAN BAULCH
477-1093

RECEPTIONIST/ TYPIST

Required immediately for growing manufacturer, Hwy. #7 & 404 area. Excellent typing and communication skills a must. Own transportation necessary.

CALL 881-3100

Brownlee Personnel Services

RECEPTIONIST — Excellent opportunity for recent graduate or person with limited office experience. Very little typing required. Finish work at 2:30 p.m. every Fri. All that is needed is a pleasant personality and ability to answer 4 line phone — \$300/wk. with 100% benefits.
PERSON FRIDAY — Fantastic advancement opportunities. An interesting & busy position including backup reception, mail distribution, ordering office supplies, etc. \$16,000 with full benefits.
SECRETARY — Small construction co. needs a capable secretary to perform all office functions with the exception of bookkeeping. Shorthand an asset. Bayview/Hwy. 7. \$20-\$23,000.
BILINGUALS — Needed Bilingual Receptionists, Secretaries and Customer Service Reps. If you are fluently bilingual (French/English) and are looking for a new position, call us.
THESE AND OTHER POSITIONS AVAILABLE.

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

Rapidly growing landscape company is looking for a self-motivated individual.

PERMANENT POSITION FULL OR PART TIME
Knowledge of PC, bookkeeping, costing or estimating would be an asset. Interested applicants please call:
887-5851

RECEPTIONIST Immediate Opening

For a receptionist with a pleasant telephone manner. Duties include typing and general office.

Call Barb Morley
294-1440

BILINGUAL (Japanese/English) MULTI TASK SECRETARY

This position will involve various jobs using Japanese/English. The successful candidate must have experience working for a Japanese manufacturer with the full knowledge of ordering and distribution process. Must be able to communicate with our supplier in Japanese and to translate (both ways) various materials including service manual. Typing, 60 words or more and operating word processor/computer is required. Please send your resume in confidence to:
Mr. K. Personnel Department
17 Denison St.,
Markham, Ont. L3R 1B5

Beaver Lumber, Canada's leading national retailer in the home improvement market, has two opportunities in our division office at Warden and Denison.

Secretary to Region Manager

Reporting to our three Region Managers, the successful candidate will provide secretarial assistance to the Region Management staff.

Secretary to Division Controller

This person will provide secretarial assistance to the Division Controller and Operations Department. Both positions have duties including statistical typing and the typing of general correspondence, filing, answering telephones, and special projects.

Applicants must have excellent typing skills and be able to work to deadlines. Good communications skills, both written and verbal, plus an aptitude for figures and experience on an IBM P.C. are essential. Please call or send your resume to: Personnel Administration, Ontario Division, Beaver Lumber Company Limited, 7303 Warden Avenue, Markham, Ontario L3R 5Y6. 479-2410, ext. 2754.



DATA ENTRY OPERATOR

A parts manufacturer has an opening for a Data Entry Operator, primarily for mornings.

Apply in person to: Personnel Dept. Excel Metalcraft Ltd.,

95 Cousins Dr.,
Aurora, Ontario
727-9431

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



BILINGUAL ORDER DESK

Training provided. 17-19k + Excellent benefits. Educational assistance for career minded individual.

MARATHON PERSONNEL
733-2525

Cash bonus incentives!

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 Gilmore at 441-8268

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

JUNIOR PERSON FRIDAY

Woodbine/Steeles
\$8.00 an hour

Busy office requires a well organized person to handle a variety of duties. Typing and computer experience an asset.

475-5203

ORDER DESK

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

Contact Dave or Robin
881-3100



PART TIME RECEPTIONIST

Required by busy Real Estate office to work evenings and some weekends.

If you have a pleasant personality, type 50 w.p.m. and enjoy dealing with people, please contact:

ANN LEPIK
477-1270



33 Arnold Cres., Richmond Hill

Legal and Medical Secretaries, Richmond Hill, Newmarket and Markham.

Payroll Clerks and many more temporary and permanent positions available.

884-6782

INSURANCE BROKER Warden / Steeles

Rapidly expanding insurance broker has career opportunities for experienced insurance service representative.

Duties

- Telephone calls from clients.
- Computer input Wang/Ridshaw system.
- Telephone calls with company representatives.
- Correspondence to / from clients and companies.

Preference will be given to individual with computer input experience and R.I.B.O licence or ability to obtain one. Pleasant working environment with competitive salaries and benefits.

JUNIOR CLERICAL

For filing, and miscellaneous clerical duties.

Please Contact
Karen Kettunen
475-5233

INVOICE TYPIST

Good typing skills required for small distributing firm. Some general office duties. Full or part time. Pharmacy/Steeles.

491-9696

JUNIOR A/R CLERK

Duties include: application of payments, answering customer inquiries and other general office duties. Should have a good telephone manner and willingness to work on a computer.

Please contact
R. HARRINGTON
477-0030

Canada Trust Realtor

PART TIME RECEPTIONIST

McCowan & Hwy. 7 Alternate evenings and alternate Saturdays. Pleasant phone manner and accurate typing a must.

CALL DEBBI
475-0355
9 a.m. - 5 p.m.

Receptionist/ Clerk
Mature reliable person for full-time position. Hwy 404/7. Non-smoker preferred. Please apply.
475-1511

Computer leasing company in Markham requires:

Full Time GENERAL OFFICE HELP

Call 474-0784

Sales Help & Agents 530

PRINTING SALESPERSON

We are looking for an energetic outside salesperson to help us establish a stronger client base. Experience not necessary — training will be provided to suitable applicant. Salary plus commission plus gas allowance.

Contact
STORE MANAGER
475-0305

HVAC SALES ENGINEER

An excellent opportunity exists with a very solid Corporation to launch a new product line.

Background will include: English/French fluency, University degree, and from 1-5 years field sales experience.

Full training provided. Base + incentive + car + full benefits.

Please send your resume in complete confidence to:

Mr. R.A. Kanerva, President
ERIE MANUFACTURING CO. (CANADA) LIMITED
R.R. #3, Stouffville, Ontario - L4A 7X4

KIDSMART

FULL-TIME DAYS POSITION AVAILABLE

Kidsmart is a division of one of Canada's largest retailers, specializing in children's clothing. We are currently looking for an enthusiastic, part time sales person for our store in the Markham SuperCentre.

The ideal candidate should have a pleasant personality.

If you are interested please apply in person with a resume to this location.

Apply in person
Markham SuperCentre
1661 Denison Street, Unit #236
Attention: Joanne Woodgate

TRAVEL CONSULTANT START IMMEDIATELY

Experienced consultant, vacation and some corporate. Pegasus experience preferred. Employee benefits and bonuses. Bright pleasant office conditions.

Woodbine/Steeles area
Call Grant Small
477-5336

Hospital, Medical, Dental 535

Hospital, Medical, Dental 535

CHALLENGING POSITION FOR R.N.

Within an accredited Nursing Home 2 days weekly (includes alternate weekends). Contact Mrs. B. Smith between 9 a.m. - 3 p.m.

727-1939 or
773-6183

GREEN GABLES MANOR

Has part time openings for Nurses Aides. Some shifts are 1/2 shifts - days or evenings. Some shifts are full in evenings or night time slots. Phone Barbara Peacock:

640-1310

WORK WITH SENIORS HEALTH CARE AIDES

Required for part-time weekend position, evening and night shifts.

Please call Donna Barudzija D.O.N.

477-2822

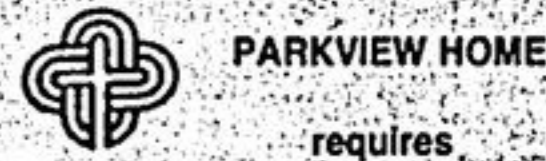


NURSING AIDES

We will provide:

- *a thorough orientation
- *a complete benefit package
- *shift differential payment

Interested persons apply at:
Reception Desk
481 Rupert Ave.,
Stouffville, Ont.
L4A 1T7
640-1911



REGISTERED NURSE (part-time/nights)

We will provide:

- *a thorough orientation
- *a complete benefit package
- *shift differential payment

Interested persons apply at:

The Office
481 Rupert Ave.,
Stouffville, Ont.
L4A 1T7
640-1911



Is Canada's leader in community health care. We are about to open offices in York Region and now require

Home Support Workers

As a para-med Home Support Worker you will personally care for disabled and elderly clients in their own home.

Duties May include meal preparation, household managing, laundry and assisting with personal care.

- Qualifications for this position are
- experience in managing a home
 - maturity and understanding the needs of the elderly
 - previous nurse aid an asset

Interested
Please Phone
853-4953