

Office Help

TYPIST

Required immediately for a medium sized wholesaler distributor. Experience required. Woodbine/Steeles area. Please contact Mr. P. Browne,

O.BROWNE & CO. LTD.
100 Esna Park Drive,
475-6104

Computer leasing company in Markham requires:

Full Time GENERAL OFFICE HELP

Call
474-0784

OFFICE CLERK

Full Time

A growing manufacturing company requires an energetic individual with a pitch-in attitude to join their team. The successful candidate will carry out a variety of duties including typing, reception, filing. Strong typing and communication skills a necessity, working knowledge of a personal computer an asset. Steeles/Victoria Park area. Call Marie:

475-1952

SMALL

MARKHAM OFFICE

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

CALL
JEAN BAULCH
477-1093

STATISTICAL CLERK

The successful candidate will be responsible for maintaining and updating records and reports on our computerized system as well as clerical duties.

Applicants should have at least one year office experience with practical knowledge of computer operations, a good facility with numbers and an eye for detail.

We offer a competitive salary and excellent benefit package as well as flexible work hours.

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

Receptionist/
Clerk

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

475-1511



TOWN OF RICHMOND HILL

Requires

Part-time

"Receptionist Clerk/Typist"

Parks and

Recreation Department
M. L. McConaghy Centre

The applicant will be responsible for receiving, recording, updating and entering information of all facility bookings, preparing and distributing permits, maintaining records, collecting and depositing revenue, receptionist and clerical duties.

Good communication skills and general knowledge at a high school graduate level. Minimum of 1-2 years experience in an office environment. Well developed skills in typing, operating dictating equipment and knowledge of word processing and personal computers.

Hours of Work: Approximately 24 hours per week with flexible hours between 8:30 a.m. and 4:30 p.m., Monday to Friday.

Please submit application/resume, quoting File No. 293 by November 25, 1987, to:

Human Resources Assistant
10266 Yonge Street
Box 300
Richmond Hill, Ontario
L4C 4Y5

IDEAL HOURS FOR YOU! RECEPTIONIST/ TYPIST

Part Time
2 day per week

Mature, well groomed person required for new Markham executive office. Typing 50 w.p.m. Rewarding opportunity.

Warden and Denison.

Call Mrs. Simmons
after 11:30 a.m.
475-5490

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

RECEPTIONIST PERSON FRIDAY

For small Markham non-smoking office. We are looking for a self starter with good typing who is able to handle a variety of duties.

Word processing helpful but not required - we will train. Must have own transportation.

If you are interested in working with us call:

BRIAN LONGMORE
477-7455

RECEPTIONIST

Richmond Hill publisher at Leslie / Hwy 7 requires a receptionist to answer a 10 line switchboard.

Successful candidates will have a neat appearance and excellent telephone manner.

Good typing skills required.

Telephone Helen
731-3838
Irwin Publishing

RECEPTIONIST

\$15K, full benefits, 40 w.p.m. Markham.

Call Kadem
630-9393



MARKHAM BUSINESS & PERSONNEL SERVICES INC.

Thornhill Square, 300 John St.
Suite 404, Thornhill, Ontario L3T 5W4

INTERMEDIATE ACCOUNTING CLERK, Required for Markham company. Computerized A/R and A/P. Some collections involved. Opportunity for advancement. Good \$\$\$ and benefits.

W/P SECRETARY A/P/C experience and asset. Excellent command of English language a must. Good opportunity for experienced, versatile individual. \$20K Plus benefits. Concord.

RECEPTIONIST/TYPIST, Concord area. This position offers lots of variety. Very friendly environment, excellent benefits \$17K Plus.

INTERMEDIATE A/P CLERK, Beaver Creek manufacturing company looking for committed career oriented individual. Computerized A/P duties. \$18K plus excellent benefits.

SECRETARY, Are you a mature, loyal and dedicated individual with a desire to become a real team member? Beaver Creek marketing firm offers a real career opportunity. \$19-\$20K.

764-3845

Sales Help & Agents 530

PART-TIME

Consumer package goods company requires part-time retail merchandiser for Metro Toronto area.

24 hours per week.

Please forward resume to:

BOX M5815, THE MIRROR
10 Tempo Avenue
Willowdale, Ont. M2H 2N8

VERY INTERESTING

Sales position in Fabric Store. Excellent wages. Benefits. Full or part time available. Woodbine & Hwy. #7

ANNA
475-6919

Order Desk

To 16k

Doncaster Home Health Care Centre has a position available for a full-time order desk clerk with some experience.

Order desk experience an asset.

Competitive salary and comprehensive benefits.

Location: Woodbine-Steeles.

For more information call E. Sturgess.

669-4900

ORDER DESK

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

Contact Dave or Robin

881-3100

RECEPTIONIST/ TYPIST

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

CALL
881-3100

PART-TIME BOOKKEEPER

Experienced in accounts receivables, payables and collections. Required to work a few hours over 2 to 3 days/week in the Steeles/Woodbine area. Pleasant working conditions.

Please call
MONICA
475-6176

PART-TIME REAL ESTATE RECEPTIONIST

Alternative evenings and Saturday. Typing required.

CALL
881-9131

Sales Help & Agents 530