



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. 20K.

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

RECEPTIONIST/SECRETARY We require an experienced, energetic, self-starter, who can handle the pressure of a hectic advertising agency. Must have 50 wpm typing speed, pleasant telephone manner and be able to work unsupervised. We offer comprehensive benefits, competitive salary and a warm, friendly busy office environment.

475-3181
WOODBINE/STEELES

DRIVER JOB TRAINING & PLACEMENT HELP Is available from Rodgers School of Truck Driver Training Ltd. For career details call: (416) 769-3546 for literature.

DATA ENTRY CLERK

With basic accounting knowledge, will be trained to keep full sets of books on accounting program for retail operations.

Woodbine/John Street area. Excellent working conditions. Salary commensurate with experience.

Call 9:00 a.m. - 1:00 p.m.

Mr. Robert Hirschel
477-7455

Office in Markham requires a:

FULL TIME PERSON

For filing, switchboard relief and typing.

Full company benefits.

For interview call
DELIA STEWART
294-9405

PART TIME REAL ESTATE RECEPTIONIST

Alternative evenings and Saturday. Typing required.

CALL
881-9131

Part-time Receptionist

CANAC KITCHENS requires an experienced, well groomed receptionist.

The successful applicant will possess good communication skills, a pleasant and professional manner.

For more information please call Sheila.

881-2153 Ext. 227

Part-time Clerical Opportunities

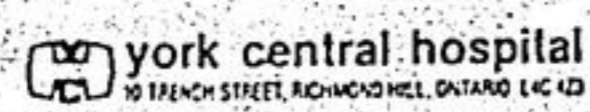
REHABILITATION SERVICES requires a dynamic, well-organized individual to provide reception and clerical support. Candidates must have relevant experience and be available to work 27.5 hours per week (day shift). Word processing skills preferred.

UNIT SECRETARY Positions available as well to candidates with medical training/experience and an interest in working a variety of shifts.

York Central offers a very pleasant, progressive work environment and benefits to permanent part-time staff.

For more information please contact M. Boynton.

883-2282



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

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 4B8
475-8048

RECEPTIONIST/TYPIST Required for Dufferin and Hwy. #7 area. Are you a fast and accurate typist who enjoys a busy environment, likes working with figures and has a pleasant telephone manner. If you fit the bill, this position is for you. Good salary, benefits and a pleasant, friendly environment. CALL MRS. SCHWARTZ 661-8120

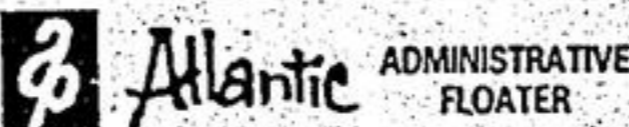
RECEPTIONIST/CLERK

Required by manufacturing / sales office in Markham area.

Must be punctual, reliable, responsible and well groomed. Excellent English required.

Salary to be discussed at interview. Good opportunity for advancement.

497-2434



Atlantic Packaging has an entry level position for an enthusiastic, promotable individual. You will rotate through various administrative departments within our Scarborough Head Office and gain experience in accounting, credit, accounts payable, computer and more! A post-secondary education is an asset but not necessary. We offer an attractive salary and benefits package. Call us now!

298-4164 or 298-4166

SECRETARY/ASSISTANT

Photographic firm in the Woodbine/Steeles area is seeking an enthusiastic candidate to assist the National Marketing Manager with marketing coordination and secretarial duties.

The ideal candidate will be self-motivated and will have experience or training in marketing as well as superior administrative and secretarial skills. Word processing and communication skills are also very important.

The company offers a good starting salary and excellent fringe benefits.

Interested applicants, please call:

Mrs. Janet MacDonald
Ilford Photo (Canada) Ltd.
494-2810

PART TIME RECRUITER

Earn some extra money for Christmas! Atlantic Packaging Products Ltd. (Scarboro) has a need for an experienced recruiter to work up to 25 hours per week handling overflow searches between now and Christmas. You must have some direct experience, preferably from a manufacturing environment. Excellent hourly rate. Call for more details!

298-4164 298-4166

RECEPTIONIST PART-TIME

Required immediately, to work Monday and Wednesday, for a fast-growing electronic company in Markham.

For interview please call:
Mrs. Ute Price
DENON CANADA INC.
475-4085

GENERAL OFFICE HELP REQUIRED

Electronic firm requires a full time person who will be responsible for maintenance of customer pricing and provide analytical back-up for pricing. Some knowledge of computers would be an asset.

If you feel you qualify please call:

KERRY
292-1444

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

FILE CLERK

Requires good telephone manner. Grade 12 preferred.

Responsibilities include: filing, assisting customers with their concerns and other general office duties.

Contact
R. HARRINGTON
477-0030

CLERK TYPIST

Atlantic Packaging Products Ltd. (Scarborough) has an excellent opportunity for a self-starting individual to handle various duties in our payroll department. Your responsibilities will include: Filing, typing, and photocopying. Be trained to use a personal computer.

You ideally possess a knack for numbers, typing (35 wpm), and work well in a busy environment. We offer full training, an excellent salary, plus a range of company-paid benefits. Please call today!

298-4166 or 298-4164

HI-CORPS

OFFICE ASSISTANCE LTD.
33 Arnold Cres., Richmond Hill
Many temporary and permanent positions available - Bookkeepers, Data Entry, Receptionists, Legal and Medical Secretaries - Richmond Hill, Newmarket and Markham.

884-6782

Executive Secretary

We are a medium sized and expanding manufacturing firm for the automotive industry.

We are looking for a career minded, conscientious individual with good shorthand and typing skills as well as above average command of English and spelling.

The successful candidate must be willing to accept a variety of assignments and willingly assist any office function.

The position offers an excellent future potential and reports to the President.

Salary structure and benefit program recognizes performance.

Please send resume to:

Hydra-Lift Industries
15 East Beaver Creek Rd
Richmond Hill, Ontario
L4B 1B3
(Leslie-Hwy. 7 area)

731-2464



Immediate opening for a receptionist with a pleasant telephone manner. Duties include typing and general office.

Call Barb Morley
294-1440



DON'T LOOK ANY FURTHER!

JOBS, JOBS AND MORE JOBS

WE ARE RECRUITING CLERICAL STAFF

- Leslie/Hwy. #7 locations
- Warden/14th Avenue locations
- Woodbine/Hwy. #7 locations
- Filing, sorting, matching, photocopying
- Good telephone manner
- Typing skills an asset

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



Formerly Preferred Personnel

Brownlee Personnel Services

- **PURCHASING/INVENTORY** - Aircraft co. located Buttonville Airport needs a detail-minded individual (Female or Male) to handle parts purchasing, inventory control, cataloguing, etc. on Kardex system. Driver's lic. helpful. \$18-19,000. Good Benefits.
- **BILINGUAL DISPATCHER** - Dynamic computer co. needs an experienced dispatcher for their Service Dept. Woodbine/Steeles. Salary to \$22,000. 100% Benefits.
- **RECEPTIONIST** - Interesting & varied position. Answering push button telephone, coordinating mail & some typing. Will train on word processing. Hrs. 8:30 - 4:30. \$17,000 plus benefits. Evening Appts. arranged. Drop your Resume into our new office located at the Corner of Hwy. #7 & Kennedy Rd.
- **PERSON FRIDAY** - This entry level position offers great advancement possibilities. A wide range of duties. Some typing & switchboard relief. \$17,000. + benefits.
- **EXEC. SECTY.** - Top notch secretarial skills needed for this small but busy construction co. Duties include all office responsibilities with exception of bookkeeping. Salary to \$23,000.
- **RECEPTIONIST** - If you prefer a small co. and enjoy reception, then this position is worth considering. No switchboard only a 4 line telephone. Some typing. \$300/wk. 100% Benefits.

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

Allstate ENTRY LEVEL CLERK

Due to internal promotions in our Markham Head Office we have junior accounting and record clerk positions available.

The successful candidates must have a completed grade 12 diploma along with 35 wpm typing.

Allstate can offer an attractive starting salary and a full range of company benefits including Profit Sharing.

Interested applicants please call:

Ken Roughton
475-4571.

ALLSTATE INSURANCE COMPANY OF CANADA

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
475-5397

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

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