

Office Help

LOOKING FOR THAT PERFECT JOB? —LOOK TO DRAKE—

JUNIOR RECEPTION/TYPIST 14-15K
Are you a people person? If so this is the career move you've been waiting for. The modern office needs someone with excellent communication skills and a flair for dealing with people. Typing and a pleasant phone manner are the tools you will need in this position. Friendly working environment. Don't miss this opportunity. Order #30356.

INTERMEDIATE ACCOUNTING CLERK 15-18K
Do you have 1-2 years experience in an Accounting Department? If so here's a great opportunity! Put your Accounts Payable and Accounts Receivable background to good use. Knowledge of computers would be a definite asset. Good benefits. Order #6003.

WANTED JUNIORS 12-15,000
A lot of enthusiasm, but lack of experience holding you back? Well here is a wonderful chance to move ahead. Good typing skills, dicta or switchboard experience and a flexible nature are definite assets. Call today! Order #6001.

INVENTORY CONTROL CLERK
Guide your destiny as you take advantage of this challenging opening with an exciting industry. Your inventory and accounting background will let you take charge of the situation. Learn a new computer system and explore this wonderful opportunity with an expanding company. Excellent benefits. Order #8148.

SECRETARY/ACCOUNTS PAYABLE 17 - 18K
If you enjoy a busy environment, don't delay. This established company offers a wonderful package to someone with secretarial background, good organizational skills and several years exposure in the accounts payable area. A day filled with variety awaits you. Top benefit package and growth are offered with this company. Don't hesitate. Order #K3123.

JUNIOR OFFICE CLERK 12 - 14K
As junior office clerk for this Markham firm, your days will fly by. Some reception duties will give you the opportunity to meet and greet, while improving your general office skills. Don't miss out.

We have several entry-level positions available offering both growth and training. Call for an interview and begin your new position tomorrow. Order #K3141.

JUNIOR BOOKKEEPER 17 - 20K
Are you looking to become part of a fast-growing operation where your high calibre accounting ability coupled with your supervisory skills will be well recognized? If so, this rare opportunity is not to be missed. Look forward to a variety of tasks as you handle a complete set of books, and prepare financial statements to completion all in a computerized environment. This is the ideal career position made with you in mind? Top benefits and room for growth. Order #8149.

WORK INDEPENDENTLY 20 - 24K
This well respected company requires a marketing, administrative secretary who enjoys working with a minimum of supervision. Let your top organizational experience and potential secretarial skills open this door for you. Computer and financial spreadsheet experience a definite asset. Become part of this highly successful organization. Professional working atmosphere and complete benefit package. Begin your dynamic career path today Order #8144.

Call Dianne Kell at 471-8551
27 Wellington St. W.
Markham, Ontario

DRAKE PERSONNEL

WORD PROCESSOR/JOB SHARING

Part time person required to work 2 or 3 days per week. Accurate typing and good organizational skills required. Word processing an asset - will train if necessary. Located Steeles/Woodbine area. Please send or hand deliver resume to the attention of:

JUDY MENLOVE,
UNIT 16,
151 ESNA PARK DRIVE
MARKHAM, ONTARIO
L3R 3B1

JOBS JOBS JOBS

Several warehouse positions in the Markham/Richmond Hill area:

- \$7.00 +/hr.
- 4% vacation pay and benefits paid weekly
- work boots may be essential
- All it will cost you is your time
- Car is a definite asset

Please call Heather Allan
764-6344 or 773-4266

DGS group

HI JOBS

OFFICE ASSISTANCE LTD.

33 Arnold Cres., Richmond Hill

Office Staff Desperately Needed.

Bookkeepers, Secretaries, Receptionists and More.

Call to-day!
884-6782

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

PERSON FRIDAY

Required immediately
Good telephone manner, some typing and various clerical duties. Good fringe benefits.

499-5284
for appointment

MARKHAM BUSINESS & PERSONNEL SERVICES INC.

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

Licensed Insurance Broker
Required for small friendly Thornhill office. RIBO.

Several openings in Concord/Markham.
Receptionist, Accounting Clerk, Statistical Typist.

764-3845

RECEPTIONIST

Requires good telephone manner. Grade 12 preferred.

Responsibilities include: answering phone and general office duties. Typing an asset.

CONTACT
S. SHACKLETON
475-9330

RECEPTIONIST TYPIST REQUIRED

General office duties. Word processing experience would be an asset. Excellent benefits and salary. For an appointment please call:

447-4397

RECEPTIONIST/ TYPIST

Required immediately for Markham office.

Duties include: switchboard, word processing (will train), good typing skills and good English necessary.

Must have own transportation.

CALL
KATHY JARVIS
475-0800

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. \$19,000. Good benefits.
- RECEPTION/TYPIST** - Join this friendly relaxed team! Their business is growing and another team player is needed. Lots of variety, answering phones, typing (50 wpm.) and assisting with accounts payable.
- BILINGUAL DISPATCHER** - Dynamic computer co. needs an experienced dispatcher for their Service Dept. Woodbine/Steeles. Salary to \$22,000. 100% benefits.
- DATA ENTRY** - Immediate opening for full time data entry person. Some computer experience helpful. \$9.00/hr. with benefits.
- SECRETARY** - Rapidly expanding co. (Esna Park) is searching for a person to manage their office. Responsibilities include: Customer Service, Word Processing (Word Star), & computerized bookkeeping (will train). Salary to \$20,000.
- RECEPTIONIST** - Small computer co. requires a friendly outgoing personality for their reception desk. Ability to handle push button phones and typing (45-50 wpm) a must. \$17,000 + benefits.

Evening Appts. Arranged. Drop your Resume into our new office located at the corner of Hwy. #7 & Kennedy Rd.

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

WE'RE IN YOUR NEIGHBORHOOD

Could you use some extra \$\$\$ for Christmas? Or perhaps a change of pace? You'll find a special opportunity at **DRAKE OFFICE OVERLOAD** — we'll find just the right temporary jobs to fit your schedule. You'll choose from a variety of interesting assignments from easy-to-handle clerical jobs to secretarial and word processing. You won't have far to go - we're right around your corner.

MARKHAM
2nd Floor, 27 Wellington St.,
Corner #48 & #7
471-8553

DRAKE OFFICE OVERLOAD

RECEPTIONIST/TYPIST

Required for growing Markham computer company. A junior position with room for growth. We are looking for a self starter to handle reception, typing, filing and other duties as required. We offer comprehensive benefits, competitive salary and a warm friendly office environment.

Please contact
Office Manager
Ref Computer Corporation
477-4155

RECEPTIONIST AND WORD PROCESSOR

Growing engineering firm in Markham requires 2 individuals - one to handle lively reception area and various duties and one experienced word processor (WordStar 2000 a definite asset) Training provided. Typing 50 w.p.m.. Non-smokers preferred. Salary commensurate with experience.

Please call Lynda Wray
474-0455
To arrange interview

SECRETARY

Our client, a progressive publishing company, requires a secretary for their Editorial Department. Summer hours, progressive position.

Call Marcie
LMR CONSULTANTS
764-0488

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 upkeep of recording systems in a busy sales department.

Successful candidate needs Grade 12 education, excellent typing skills and good communication skills.

A.C. NIELSEN CO.
OF CANADA LTD.
160 McNABB STREET
MARKHAM, ONTARIO
L3R 4B8
475-8048

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. Will also train to be back-up computer operator.

If you feel you qualify please call:

KERRY
292-1444

SWITCHBOARD/ RECEPTIONIST

Required for office in Markham on S L 1 system. Some typing. Pleasant telephone manner and ability to handle busy switchboard. Full company benefits. For interview call:

DELIA STEWART
294-9405

SENIOR BOOKKEEPER

Required for non-smoking office.

Computer and Country Club experience an asset. Must be able to deal with the public.

Call
Vicki Jackson
731-2800

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. Now, more than ever business needs you. Mature people are in big demand in offices these days. And Drake can help you with advice and training.

Call: Nancy Kamanga
Personnel Co-ordinator
27 Wellington Street West
2nd Floor
Markham, Ontario L3P 1A3
(416) 471-8553

DRAKE OFFICE OVERLOAD

Allstate

FULL & PART TIME CLERKS

Due to internal promotions in our Markham Head Office, we have junior accounting, record clerk, and data processing positions available. Also available are a variety of part-time positions. The successful candidates must have a completed grade 12 diploma along with 35 w.p.m. 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

EARN EXTRA \$\$\$ FOR CHRISTMAS

IN MARKHAM & RICHMOND HILL WE HAVE IMMEDIATE OPENINGS FOR:

SECRETARIES - Good typing skills, 60 w.p.m., excellent organization & communication skills, good telephone manner, enjoy working with others.
RECEPTIONIST/TYPIST - If you enjoy meeting people, have good communication skills, can juggle a variety of tasks and type 45 w.p.m., then we have the job for you.
DATA ENTRY OPERATORS - If you have inputting skills and are well organized then we need you.
CLERKS - 20 Clerks needed immediately. If you have 6 months experience, good handwriting, enjoy sorting & filing then we have the job for you.

We have many jobs available 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

CDI
Temporary Services, Ltd.
Formerly Preferred Personnel

RECEPTIONIST Required Immediately

Woodbine/Steeles area. Pleasant telephone manners and typing required. Excellent benefits.

Phone
NATALIE WOODS
475-6800

a place to grow



PAYROLL

We have an opening in our payroll department for a junior clerk. Previous office experience is necessary. Prior payroll experience, although not necessary, would be a definite asset. We offer an attractive benefits package and a competitive starting salary. For an interview please call **SHIRLEY McARTHUR** 294-1310 ext. 262. Non-smoking office

HELP REQUIRED

For fish and chip store. Located in Unionville. Full or part time, with some experience required. Starting hours: 11:00 a.m.

477-2963

RECEPTIONIST REQUIRED IMMEDIATELY

Full time
For office at Woodbine/Steeles.
CALL
475-6795

Insurance Broker Warden/Steeles

Rapidly expanding insurance broker has career opportunity for an experienced Commercial Lines Marketer with R.I.B.O. licence. Knowledge of Wang/Redshaw computer system an asset. Pleasant working environment with competitive salaries and benefits.

Please Contact
Frank T. Holman
475-5233

BILLING & INVENTORY CONTROL CLERK

Busy Markham office requires responsible person to handle invoicing and maintenance of perpetual inventory, experience an asset. 45 wpm typing, computer knowledge helpful. Call Rachel at:

479-3533