

INSPECTOR

Required immediately for a precast plant in Keele/Hwy #7 area. Ability to read drawings required.

CALL 669-1425

Ronalds

a BCE PubliTech Company

printing
RICHMOND HILL, Ontario

4-Colour Stripper/Platemaker

... Excellent Opportunity ...

for 3 four-colour film stripper/platemaker with 5 years trade experience. Some camera skills required. OPTICOPY experience would be an asset. We offer an excellent benefit package. Three-day, 12 hour shifts, plus overtime. Paid weekly. Union environment.

Please contact Jane Wansbrough, Ronalds Printing, 10481 Yonge Street, Richmond Hill, Ontario L4C 3C6. (416) 884-9121

ELECTRICIAN

Full time or part time to work in North York.

759-8433

Office Help 525

OFFICE CLERK

Speaker Manufacturer requires ambitious/energetic individual. Fun/fast-paced junior position in sales department. Typing 50 wpm and pleasant phone manner required. Great advancement potential.

Contact: Don Stewart
475-6560

RECEPTIONIST/ TYPIST

Accurate typist with 35-40 wpm required for busy Markham (Steeles-Warden) office. Pleasant telephone manners and some office experience a must. Non-smoker preferred.

Please forward your resume to: Mrs. K. Lim-Burggraaf, JPS Microsystems, Inc., 1271 Denison Street, #52-55, Markham, Ontario, L3R 4B5.

OFFICE HELP - GENERAL

Permanent part-time position. Familiarity with A/R, computers & phones. Monday to Friday 12-4 p.m. (negotiable). Call:

Barbara Amett
477-6881

BOOKKEEPER

Scarborough area. Accounts receivable, accounts payable, payroll and some typing. Full time position.

CALL
752-6270

RECEPTIONIST/ TYPIST

Scarborough area. Full time position.

752-6270

JUNIOR SECRETARY REQUIRED IMMEDIATELY

For Major Wholesale Giftware Company in area of 404 & No. 7 Hwy. Word processing (speed 60 w.p.m.), good variety, pleasant working conditions. Opportunity for advancement. Competitive salary and benefits program.

CALL GAIL COGHLAN
731-3232



Printing, Publishing & Distributing

The Heatset Division of Metroland Printing, Publishing and Distribution requires a Clerk Typist in the Production Department to perform clerical functions, analysis and typing of production correspondence.

Some computer experience is desirable. The successful applicant will also be required to provide switchboard relief.

For an interview, please call:

SANDY PEARCE
297-1900

RECEPTIONIST

Experienced, excellent telephone manner, friendly and outgoing personality, professional manner and attitude and minimum typing. Salary commensurate with experience plus benefits.

CALL 499-2045

Sign Ad

requires a
SECRETARY

We are proud to announce our new Head Office opening in Markham. We are currently looking to fill a full time secretarial/receptionist position. Basic office skills and a pleasant telephone manner are necessary. Company offers room for advancement, above average salary and benefits. Please call for an appointment:

477-4773

SENIOR TYPIST

If you enjoy meeting people, have good communication skills, can juggle a variety of tasks and type 50-60 w.p.m., then we have the job for you.

We have jobs available in Markham, Unionville, Thornhill & Richmond Hill.



CDI Temporary Services Ltd.

471-7707 or 889-4130
VILLAGE SHOPPES
70A Main St. N., Markham

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 Markham office. Woodbine and Esna Park. Duties include switchboard, good typing skills, 45 w.p.m. and a good command of English. Must have own transportation. Full company benefits, plus good starting salary.

JIM
477-3444

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

Office Help 525

RECEPTIONIST/ ASSISTANT

Medium size office furniture dealership requires efficient assistant for a variety of duties. Non-smoker preferred.

Good telephone and clerical skills a must.

We offer an attractive and friendly environment, as well as competitive salary and good benefits.

CALL LILA
477-5844

MANUFACTURING COMPANY requires FINANCIAL OFFICER

Responsibilities will include supervision of accounting and office staff, financial statements and analysis, planning and budgeting, systems control, general ledger, payroll, accounts receivable/accounts payable control, cost accounting, A.C.G.A. or C.M.A. and familiarity with a computerized environment including Lotus 123 will be an asset.

Send resume to: Stouffville Machine and Tool Inc. P.O. Box 280, 40 Freel Lane, Stouffville, Ontario L4A 7Z5.

OFFICE CLERK

We are looking for a clerk to carry out a variety of junior duties from 9:00 a.m. - 1:00 p.m., Monday-Friday.

Some typing, filing and telephone experience, plus a good command of both written and verbal english is required, along with a valid driver's licence.

Please call
Delores Littlejohn
Between
10:00 am - 1:00 pm
At 292-0665

JUNIOR OFFICE CLERK Needed

For general office duties. Some computer experience desired.

Non-smoker preferred for busy retail business.

Hwy. 7/Woodbine Avenue. Full benefit package available.

Please reply to
Box 4323

Markham Economist & Sun
9 Heritage Road
Markham, Ontario
L3P 1M3

JUNIOR SECRETARY

We require a Junior Secretary with good organizational skills, good communication skills and good typing to work in various marketing departments providing support to sales staff.

SWITCHBOARD OPERATOR

We are looking for an operator with good communication skills and experience on SL-1 board to assume responsibilities for coverage of our main switchboard. Some computer terminal entry skills would be preferable.

We offer a good starting salary, excellent benefits package and pleasant environment.

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

JUNIOR RECEPTIONIST SECRETARY

Required for leather import/export company.

Duties include: telexing, typing and reception work.

CALL BEV
888-1987

LEGAL SECRETARY

PERMANENT
PART TIME

Experienced legal secretary required immediately with emphasis on Real Estate, estates, corporate work and some matrimonial.

Please call
477-5151