

Office Help

EARN CHRISTMAS CASH

Lots of opportunities to gain experience and earn extra \$\$\$.

TEMPORARY
 Receptionist — with typing (40 wpm) \$7-9/hr.
 Int. Secretary — with 50 wpm. \$9-11/hr.
 Clerk Typists — with 40 wpm. \$7-8.50/hr.

LONG TERM TEMP
 Traffic Coordinator — centrally located Markham firm requires a traffic coordinator January 1. Responsible for goods movement, booking on all carriers and airlines, customs and transport documents, customer service inquiries. Salary negotiable.

PERMANENT
 Receptionist Person Friday — join a winning team where every day offers variety. Some typing required. Congenial atmosphere. \$16,000.
 Int. Secretary — responsible for correspondence and reports in sales environment. Super congenial atmosphere and good benefits. Have fun and work too. \$18,000-\$20,000.
 Call Karen
 773-4266 or 764-6344



Requires 2 Full Time Staff Members to join our Financial Service Operation in Markham.

These positions are entry level clerical positions, with ample opportunity for future growth. Previous banking experience would be an asset.

CALL: ANNE POULIN
 294-4405 or 480-0393

8 WELLINGTON STREET,
 WEST
 MARKHAM
 L3P 1A2



CLERK TYPIST PART TIME

9 am - 1 pm
 Monday-Friday

Inquiries to
 KEN WALTON

475-6400

CLERICAL ASSISTANT

Required for expanding export company in Markham. Typing skills essential, 50 w.p.m. minimum, pleasant telephone manner, will train to our office routine.

ALCORAY INC.
 Wm. W. Kennedy, V.P.

475-9564

CLERK

Do you have an aptitude for detail work? We have immediate openings for well-organized individuals with good math skills and some computer terminal skills to assume clerical duties in a busy department. We offer a good starting salary, excellent benefits and flexible work hours.

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

Production Clerk

We have an opening in our Work Order Department for a mature, well organized individual.

You will be responsible for preparing production orders for manufacturing, reception relief and any other clerical duties as required.

Your hours of work will be 7 am. to 5 pm.

We offer an excellent starting wage for this entry level position as well as an attractive benefit package.

If interested send your resume to: Personnel Department.

Canac Kitchens Ltd.,
 360 John St., Thornhill L3T 3M9

INSURANCE BROKER
 Warden/Steeles

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

Preference will be given to individual with computer input experience and R.I.B.O. license or ability to obtain one.

Pleasant working environment with competitive salary and benefits.

JUNIOR CLERICAL

For filing, and miscellaneous clerical duties.

Please contact
 Frank or
 Christopher Holman
 475-5233

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.

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/TYPIST

A major dinnerware/giftware importer requires a friendly, outgoing personality for their offices located near Highway 404 and 7.

Please send your resume to:
 VILLEROY & BOCH CANADA LTD.
 55A East Beaver Creek Road
 Richmond Hill, Ontario
 L4B 1E8

JUNIOR RECEPTIONIST/ SECRETARY

Required for leather import/export company. Duties include: telexing, typing and reception work.

CALL BEV
 888-1987

SECRETARY RECEPTIONIST

Must type 50 wpm and be a self-starter. Salary commensurate with experience. Hwy. 7 and west Beaver Creek area.

Call Olga
 889-2000

PAYROLL CLERKS

The Head Office of a large retail drug store chain, located at Keele-No. 7, has a position opening for an experienced payroll clerk.

T. D. payroll experience an asset.

Competitive salary and full range of company benefits.

For more information call E. Sturgess.

669-4900

RECEPTIONIST/ TYPIST

Required for small insurance office. Insurance background an asset, but not necessary.

CALL MARIA AT
 475-1118

RECEPTIONIST
 required by
 HEALTH ONE CLINIC

At the Markham SuperCentre Mall, Denison & Kennedy. Busy medical / dental / chiropractic clinic requires additional office personnel for evening hours (4-8 p.m. Monday to Friday).

Call
 Dr. Blaine Gushaty, D.C.
 479-6565

SECRETARY

Junior Secretary required for progressive Richmond Hill based company. Dealing with sales and service departments.

Must be responsible, organized and well groomed.

CALL
 886-2071

DATA ENTRY CLERK

Doncaster healthcare centre has a temporary position opening for an experienced data entry person. Potential for full-time.

We offer a competitive wage.

Location Woodbine / Steeles.

For more information call:

Linda Thomas
 474-9245

ACCOUNTING CLERK

Required to perform general accounting duties. Knowledge of computers helpful.

Full time or part time. \$16,000 to start.

CALL CHRISTINE
 470-0030

ACCOUNTS RECEIVABLE CLERK/SECRETARY

Required by an aggregate producer to perform computerized A.R. and data entry responsibilities.

Other duties to include typing and reception.

We offer an excellent benefit package. Experience preferred.

649-2193 or
 294-7602

Accounting/ Cost Clerk

For Richmond Hill plant. Minimum 2 years accounting experience, working toward CMA or CGA and with Grade 12-13 education.

Working knowledge of French as asset. Competitive salary and excellent benefits.

884-9161

RECEPTIONISTS
 3 POSITIONS

These are not your ordinary receptionist positions. They offer computer training and/or word processing training, advancement and excellent employee benefits. Flexible start dates. \$17-18,000.

471-6060 or 470-1771
 BROWNLEE PERSONNEL SERVICES

Claim Service Office Secretary

The State Farm Insurance Company has an immediate opening for a highly-motivated Secretary located in our Markham office at Ferrer and Steeles.

Your responsibilities will be to perform all secretarial and office support functions relating to claim handling by field claims personnel. To qualify, you will possess good typing skills (50-60 wpm), the ability to communicate and meet the public, operate a transcriber and have good telephone manners.

An excellent company comprehensive benefit package and smoke-free environment are being offered to the successful candidate.

To arrange a confidential interview, call: Betty Rockall at the Regional Office (416) 298-5015, or forward your resume to her at The State Farm Insurance Company, 1801 Brimley Road, Scarborough, Ontario M1P 3H3.

"An Equal Opportunity Employer"



LEGAL SECRETARY FULL TIME

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

Please call
 477-5151