

Skilled & Technical Help

515

Office Help

Type Studio has senior positions available in our growing company. We need decisive production coordinators, concise markup persons, meticulous readers, quality conscious headline artists, and precision oriented keyboard operators.

Call Joe DaCosta at 362-2421 **TypeStudio**

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

Growing company in Woodbine/Steeles area is looking for a reliable, experienced

RECEPTIONIST/SECRETARY
- friendly atmosphere -

CALL 470-1030

Join The **H&R BLOCK** Team

Full-time tax preparation positions available January through April, 1988. Experience preferred, but not required.

We will train through a special tuition course starting January 11th, 1988 or February 1st, 1988. Also required Receptionists - full-time days plus evenings and Saturdays.

To apply call **223-8820**

BE A WINNER WITH DRAKE

CREDIT & COLLECTIONS CLERK 21K
Are you detail-oriented, able to handle high volume, accurate with figures and able to assess accounts and make credit decisions? Then look no further. This rapidly growing company has several openings in their Credit and Collections Department - Professional working atmosphere and super benefits. Don't hesitate, call now. Order #K6010.

CUSTOMER SERVICE 15-16K
Work close to home for this friendly and highly successful company. Your ability to work with people will be utilized as you service customers by phone and in the showroom. Typing an asset. Friendly working environment, excellent benefits. Order #K6019.

RUN THE SHOW - GIRL FRIDAY 15K
Are you a take charge person who enjoys diversity in your work, then this position will appeal to you. In this busy atmosphere, your days will be filled with typing, filing, reception, word processing. As the person Friday you can demonstrate your initiative and communication skills with the freedom to work independently. Run the show, call now. Order #K6018.

SECRETARY/BOOKKEEPER 20-21K
This well respected company requires an individual who enjoys working with a minimum of supervision. You will enjoy a variety of duties while putting your bookkeeping and secretarial experience to this rewarding and satisfying challenge. This career opportunity offers a friendly environment. Don't hesitate, call now. Order #K3069.

FIGURE YOUR FUTURE ACCOUNTS PAYABLE 18K
Are you an industrious, professional, ambitious individual who enjoys working in a busy environment? This position has excellent benefits and offers challenge and scope. Some of the keys to this position include computer application, accounting knowledge of distribution costs and dictaphone. Why not call today and get a start with Drake. Order #K3096.

THESE ARE JUST A FEW OF THE MANY JOBS AVAILABLE
CALL KAREN SHARPE or DIANE KEIL AT 471-8551
27 WELLINGTON ST. W. (2ND FLOOR)
MARKHAM, ONTARIO

DRAKE PERSONNEL

ALCAN

CERTIFIED INDUSTRIAL MILLWRIGHT

Alcan Extrusions, which is located in Aurora (25 miles north of Toronto) and has facilities consisting of 3 extrusion presses, paint line and anodizing, requires a Certified Industrial Millwright. The negotiated rate is \$14.04 per hour with a full range of benefits. The successful candidate will be required to participate in a 12-module multi-skills training program, with a pay increase upon the successful completion of each module.

Please apply to:
J. McLaughlin, Alcan Extrusions
Aurora Works, P.O. Box 280
95 Dunning Avenue, Aurora,
Ontario L4G 3H4
Telephone: (416) 727-4235,
Toronto 883-5011

Office Help 525

ACCOUNTING/SECRETARIAL

Position available with established import/distribution company in Markham. Main duties include handling our computerized invoicing and accounts receivables. Own transportation necessary. Non-smoking environment. Excellent salary and benefits for the right person.

CALL 477-7559
Between 9:30 am - 3:00 pm
Weekdays

Junior Programmer
\$26 k

The head office of a large retail drug store chain has a position opening for a Junior Programmer.

The ideal candidate should have a least 1 year experience with Powerhouse and exposure to HP 3000 an asset.

Good potential for advancement.

Full range of company benefits.

Location Keele-Hwy. No. 7.

For more information call E. Sturgess.

669-4900

JOB OF THE WEEK!

PERSONNEL DEPARTMENT GIRL FRIDAY, F/m, with 2 to 3 years experience. Scarborough. \$18k plus.

884-6782

HI-CORPS
OFFICE ASSISTANCE LTD.
33 Arnold Cres., Richmond Hill

HEAVY EQUIPMENT DEALERSHIP

Requires full time experienced mechanics. Good benefit package.

CALL 887-1818

BOOKKEEPER

Experience to trail balance. One person office. McCowan / Bullock area.

638-2850

NO EXPERIENCE? NO PROBLEM!

Immediate openings for WAREHOUSE WORKERS:

- Pay delivered weekly.
- Bonuses
- All shifts available.

Call Teri,
889-8542
Serving York Region

STAFFING CONSULTANTS

OFFICE CLERK

Responsible, energetic individual required for small office in the Markham / Unionville area.

Duties include: typing and accounting entries. Full training on computers, willingness to learn a must.

CALL COLLEEN DALGLEISH 479-1575

MARKHAM LAW FIRM
requires
Experienced Conveyancer

Please apply in writing to
J. L. Cattanach
c/o Cattanach, Hindson, Sutton & Hall
52 Main Street North
Markham, Ontario
L3P 1X5

MACHINIST General

Small machine shop requires person with experience in both lathe and mill, with at least 5 years experience.

Woodbine and #7 area.

CALL 470-2833

CLASSICOMM
Hear We Grow Again

Classic communications has an immediate opening in the sales department for a:

Data Entry Clerk / Front Counter Reception

Excellent benefit package. For an interview please call:

Georgie Wiggins
884-8111

HUNT PERSONNEL
Specializing in Permanent Placements...

To you the candidate, there is NO COST. Our high profile clients in MARKHAM/RICHMOND HILL AREA PAY for our expertise in finding good employees for them. Current positions on the go:

- \$18-20,000 • **RECEPTIONIST** - Professional presence, showroom environment, will train on word processing, excellent communication skills, great benefits.
- \$20,000 • **SALES ADMINISTRATOR** - Co-ordinate client & salespeople, growth potential into sales, organized, non-smoking environment.
- to \$19,000 • **CUSTOMER SERVICE/DATA ENTRY** - Must have pleasant telephone manner, computer experience, previous customer service experience required.
- to \$18,000 • **ACCOUNTS RECEIVABLE** - Collection calls, corresponding with customers, min. 2 years A/R experience, work under minimum supervision.
- \$16,000 • **WAREHOUSE PERSONNEL** - Willing to train, reliable, car an asset.
- \$18,000 • **SECRETARY** - Some PC experience, accurate typing, reporting to National Sales Manager.

We can keep you happy on short term temporary assignments until you decide on the right permanent position.
LOOK FOR MORE JOB OPPORTUNITES IN NEXT WEEK'S ISSUE!

FOR MORE INFORMATION PLEASE CALL PEGGY OR LINDA 477-7557

HUNT PERSONNEL TEMPORARILY YOURS

PAYROLL COORDINATOR

High voltage Electrical Contractor located near Kennedy & Steeles requires a reliable, experience individual to administer our weekly payroll. Candidates must have previous payroll experience, preferably on a computerized job costing system. Competitive salary and excellent benefits.

To arrange interview call Mr. Boyce at:

K-LINE MAINTENANCE & CONSTRUCTION LIMITED
292-1191

MOORES THE SUIT PEOPLE TAILORS/SEAMSTRESSES REQUIRED

Immediate openings at our Markham location. Full or part-time. Experience required.

Call Vic or Ken 471-1984

CLERK TYPIST
required for TRANSPORTATION COMPANY

Interested person must have good telephone manner, good telephone skills and a good attendance record.

Please call 294-5104 ext. 352

PURCHASE CLERK

With aptitude for figures required immediately for the craft department. Must be self starter and able to work under pressure. Typing essential.

Apply in writing to
White Rose Crafts and Nurseries Ltd.
4038 Hwy. #7
Unionville, Ontario
L3R 2L5

DRIVER JOB TRAINING & PLACEMENT HELP

is available from Rodgers School of Truck Driver Training Ltd. For career details call: (416) 769-3546 for literature.

FULL-TIME LEGAL SECRETARY

Required for general practice with emphasis on Real Estate. Shorthand an asset.

Please call 477-5151

RECEPTIONIST/JUNIOR SECRETARY

For exciting hi tech company. Duties include: reception, switchboard and typing. Excellent opportunity for advancement. The successful candidate will possess confidence, a professional telephone manner and excellent typing skills.

Send resumes to:

Miss D. McKinley
Human Resources Manager
GENESIS MICROCHIP INC.
2900 John Street
Markham, Ontario
L3R 5G3

ACCOUNTING CLERK

Small company in Markham requires person with secretarial and accounting skills for full time position in the Steeles / Woodbine area.

CALL BRIAN 475-8860

PURCHASING ASSISTANT

Leading Cable T.V. Distributor in Markham requires a purchasing assistant reporting to the purchasing manager. The individual should be well organized, experienced with computerized systems and able to deal effectively with suppliers. We seek a 'self starter' who can work with little supervision in a pressurized environment.

The company offers a competitive salary based on experience and a complete benefit package.

Please forward resume to
120 Gibson Drive
Markham or call
475-1030

Mature, reliable receptionist required for part time evenings and weekends for busy Real Estate office. 50 w.p.m. typing, pleasant telephone manner and past Real Estate experience preferred.

Contact Barbara Connor 471-4800
Royal LePage Real Estate Services Realtor

Dicta TYPIST

Full or Part time
Insurance Claims office in Markham.

CALL SUE 294-9287

JUNIOR OFFICE CLERK
Woodbine/Steeles

Publisher requires Junior Clerk. Pleasant telephone manner, some typing, familiar with P.C. Some switchboard relief.

Call 475-9111

PLANT ACCOUNTANT

Head Office requires 2nd / 3rd level CMA/CGA student with manufacturing experience. Responsibilities include monthly preparation of plant operating statements. Knowledge of Lotus 1-2-3. Valid driver's licence and car also required. Hwy. #7/Woodbine Avenue location.

Contact PAUL RAWLINGS 475-6110
STANDARD AGGREGATES