

**NEEDED IMMEDIATELY**

Confident, self motivated individual to assist in fast paced correspondence department. Must have good command of English language. Word processing experience an asset.

Location: Markham near Warden/Steeles.

For interview call  
477-4420

Beaver Lumber, a leader in the home building and renovation market, currently offers the following opportunities at our Markham location:

**Intermediate Collections Clerk**

...with three years' related experience and a progressive accounts receivable background. You ideally have an M.C.I. designation.

**Jr. Credit Clerk**

...with a pleasant telephone manner, accurate typing skills, and an aptitude for figures. Credit experience would be an asset, but we're willing to train.

We offer competitive salaries and comprehensive benefits. To apply, please call or send your resume to: Personnel Administrator, Ontario Division, Beaver Lumber Company Limited, 7303 Warden Avenue, Markham, Ontario L3R 5Y6. Tel. 479-2410, Ext. #2754.



**SECRETARY/ PERSON FRIDAY**

Our busy office located at Jane & Steeles needs someone who has a pleasant personality, is dependable and has excellent typing and organizational skills.

A self-starter, you like to work with a variety of subjects and enjoy dealing with customers.

Experience is an asset, but we will train the right person. Salary commensurate with experience.

To arrange an interview, please call:

Mr. Doeler  
738-1400

**RECEPTIONIST/ PERSON FRIDAY**

Personable, well groomed with dicta experience and a pleasant telephone manner. Must have good command of English language, both written and oral. Steeles/Kennedy area.

Please call  
Ms. Gibbs-Barrett  
11 a.m. - 1 p.m.  
292-0719

**Brownlee Personnel Services**

- **PERM. PART-TIME** - Join the friendly team-oriented staff of this small co. Duties include Reception & Customer Service. Computer terminal experience helpful. Approx. 30 hrs/wk.
- **HUMAN RESOURCES** - \$23 - \$25,000. An exciting opportunity for a person with experience in salary & benefit administration to move into the area of Human Resources. If you are people-oriented, you will love this job, with its wide range of personnel responsibilities. Excellent advancement opportunity within this well known co.
- **ADMIN. ASST.** - Promotion has created an opening in this dynamic organization for a bright, assertive & people-oriented person with some University or Community College education. Duties include - admin. tasks, liaisoning with branches, cust. service, inventory control, typing skills necessary (will train on computer). Start salary \$17-18,500, with yearly bonus (\$3,500 last year).
- **EXEC. RECEPTIONIST** \$20,800 - Final interviews are being conducted for this exciting position in a Public Relations firm. Don't hesitate to call now if you have a professional appearance, flexible work attitude and good typing skills (55 wpm). Knowledge of W.P./personal computer helpful.
- **ASST. TO OFFICE MGR.** - Busy leasing co. needs a flexible individual to assist their Office Manager. Some typing needed. Will train on word processor. Jr. position with excellent advancement opportunity. \$16 - \$18,000 + benefits.
- **XEROX 860** - This busy Insurance Adjusters office needs an experienced Xerox 860 Dicta/Secretary. Located across from Finch Subway St. Salary to \$22,000 with benefits.
- **W/P SECRETARY** - Utilize your word processing skills in this responsible secretarial position. Dicta skills needed. Location necessitates a car. Excellent salary & benefits.

MAKE A NEW YEAR'S RESOLUTION TO START A REWARDING & CHALLENGING CAREER IN '88

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

**SECRETARY/RECEPTIONIST**

Flexible part time challenging position. Person needed immediately for this busy diversified working environment.

Typing 60 to 70 w.p.m. Good telephone manner essential. Experience or a strong desire to learn Word Processing a must.

Send resume to  
C M S Offices Ltd.  
6 Lansing Square  
Suite 1410  
Willowdale, Ontario  
M2J 1T5

**SECRETARY/PART TIME**

Surgikos Canada Inc. is a leading manufacturer of quality medical products and a member of the Johnson & Johnson Worldwide Family of Companies.

We presently have an opening for a part-time (19.5 hours/week) secretary for our Central Division Sales Office, located at Markham Rd./Hwy #401.

The successful candidate will have a minimum of 3-5 years secretarial experience, excellent typing skills and experience with personal computers. We offer attractive working conditions and a competitive salary. Interested candidates are asked to forward a detailed resume in confidence to:

Manager of Human Resources  
Surgikos Canada Inc.  
1355 Lansdowne Street West  
Peterborough, Ontario K9J 7X2  
(705) 743-8200

**DEVELOP YOUR DREAMS!**

You're a V.I.P. as a member of the professional temporary staff at OFFICE OVERLOAD, you'll choose from a variety of interesting jobs - CLOSE TO HOME. Your DRAKE OFFICE OVERLOAD agent will work closely with you to accommodate your personal schedule - part time or full time.

- Here's just a sample of jobs available this week...
- START OFF THE NEW YEAR RIGHT** - You'll be warmly welcomed at this prestigious Scarborough firm! Put your typing to work and you'll assist with a variety of interesting projects.
- APPLY YOUR SPECIAL TALENT!** - You'll earn top rate as a DRAKE OFFICE OVERLOAD receptionist or switchboard operator. Your friendly manner will pay off as you choose from a host of temporary jobs.
- PERSONNEL/RECEPTION** - If you enjoy meeting new people - you'll love this job! You'll also train on an IBM PC. Call Today!
- FIGURE YOUR FUTURE** - Your accounting background will be appreciated in this friendly Markham office! Convenient location. Cash in on your talents today!

Call: Susan O'Neill or  
Sheela Kassar  
(Data Entry & Word Pro)  
296-0962  
Suite 310,  
100 Conslum Place  
Progress-McCowan

Call: Nancy Kamanga  
471-8553  
2nd Floor,  
27 Wellington St.,  
Corner #48 & #7

DISCOVER THE DRAKE DIFFERENCE  
TEMPORARY WORK IS OUR PERMANENT JOB

**DRAKE**  
OFFICE OVERLOAD

**BUSINESS ASSISTANT**

Required for progressive Orthodontist practice in Markham area. A special person we are seeking - must be friendly, efficient, have a pleasant telephone voice and work well with others.

Skills required include: typing, some computer or bookkeeping experience and an aptitude for dealing with the public. Dental office experience would be an asset.

If you would like to join our team, please call:

Marilyn at 1-898-1202  
between 8:45 a.m. - 4:45 p.m.  
Monday to Friday

**Allstate NEW YEAR NEW OPPORTUNITIES**

It may be time for a fresh start and Allstate has the opportunities. Available are full time data processors and record clerks positions in our Markham Head Office

Allstate offers an attractive starting salary and a full range of company benefits, including profit sharing. The successful candidates will have a minimum of 35 wpm typing.

Interested applicants please call:

JERRY SOULLIERE 475-4475  
ALLSTATE INSURANCE COMPANY OF CANADA

**"OPPORTUNITY KNOCKS"**

**\$17,000 + FULL BENEFITS**

**CLERKS REQUIRED IMMEDIATELY!!**

Major computer manufacturer in the Victoria Park & Sheppard area requires key person in their photocopying dept. Experience on Xerox photocopiers a must. Hard working person will be trained in other areas of business.

Our client is a large international firm seeking a professional individual to work in their mailroom. The successful candidate will be bright, cheerful and looking for growth.

These are just a few examples currently available.

FOR MORE INFORMATION  
PLEASE CALL  
VALERIE OR DIANA  
477-7557



**WEALL & CULLEN NURSERIES**

Has an opening for an experienced

**ACCOUNTS PAYABLE CLERK**

We offer a competitive salary, good benefits and a unique working environment

Please call  
KIM HORST  
477-4475 ext. 251

**Accounts Receivable/ Secretarial**

The successful candidate will be responsible for basic accounting and bookkeeping functions.

Credit functions such as cash collections and monitoring of credit limits represent a large part of the day to day activities.

The successful candidate will have strong communication and typing skills with previous experience being a definite asset.

Interested applicants should call, or send your resume to: Paul Knapp:

479-4999

Canadian Paper & Packaging,

800 Cochrane Dr., Unit 2,  
Unionville, Ont. L3R 8C9

**Switchboard/ Receptionist**

**Order Desk**

Doncaster Home Health Care Centre has the following positions available:

- Experienced Switchboard/Receptionist to work Monday to Friday.

Must possess a mature and assertive attitude.

- Order Desk Person with some experience.

Order desk experience an asset.

We offer a competitive salary and comprehensive benefit package.

Location: Woodbine-Steelcase.

For more information call Linda Thomas.

474-9245

**TRUST COMPANY**

requires

**CLERK/TYPIST**

Mortgage experience an asset.

Call

Mr. Wheatley

479-3544

**RECEPTIONIST**

Required immediately for full time position.

For appointment call:

475-8071

**S.O.S.**

**1 Data Base, 2 Data Entry Types For Special Project**

The Company: Computer-oriented. The Location: Richmond Hill. The Assignment: To immerse yourselves in this priority project, with targeted completion date of June-end. Your Skills: accuracy coupled with expediency; reverse entry abilities; accounting experience considered a definite asset. You'll Also Need: a car. Rates: dependent upon your experience.

Action Required: Call Ruth now - start yesterday!  
Seven Star Plaza, Suite 209  
Highway 7 & McCowan  
471-7600

For opportunities in our other 18 metro area offices call 483-TEMP

**MANPOWER TEMPORARY SERVICES**



**DICTA TYPIST**

Variety filled position for an internationally known company based in Markham. Good typing and spelling. Knowledge of word processing and dictaphone essential. Non-smoking office. Excellent benefits.

Call Ruth Salem 494-1575



**RECEPTIONIST**

Required Immediately!

For busy Office Equipment Company. Must have pleasant telephone manners and a good command of English.

Experience is required. \$16K+ plus benefits after 3 mos.

CALL: Karen Manina  
491-9330  
Ext. 260

**ADMINISTRATIVE ASSISTANT**

Basic office skills, pleasant telephone manner, good work ethics and a strong will to learn will get you this position. A small but fast paced office. Salary \$15,000.00 per year. Training provided.

CALL 479-6110

**RECEPTIONIST/TYPIST**

Required immediately for Markham Engineering firm

Duties include: reception, typing, filing and other functions as required. Applicant should have a good telephone manner with excellent typing skills. Word processing knowledge an asset. Must be flexible and able to handle a variety of situations and work loads.

Salary commensurate with experience

Please call Lynda Wray  
at 474-0455  
to arrange interview

**TUXEDO ROYALE**

Head office in Markham is moving to new and larger facilities. We required immediately:

**RECEPTIONIST/TYPIST**

Experienced preferred. Salary commensurate with experience. Please call for an appointment:

474-0304  
Mrs. Berry