

PART-TIME SECRETARY

A distributor of medical equipment located in Richmond Hill requires the services of a secretary to perform general office duties. Applicants should possess good office, clerical and communication skills. Typing speed should be 50-60 WPM as a minimum requirement.

Please send a handwritten letter of application to:

Mrs. Kathy Bruce
Valley Lab Canada
245 West Beaver Creek Road
Richmond Hill L4B 1L1

EXECUTIVE SECRETARY

Do you enjoy a challenge, a fresh start opportunity? A young aggressive Markham Company, involved in marketing and distribution within 8 various industry segments requires an experienced executive secretary to handle a wide range of secretarial, marketing and administrative responsibilities.

If you possess PC or word processing experience coupled with the ability to formulate sales correspondence, Marketing and accounting background an asset. For confidential interview please call:

Mr. Lafontaine
475-5606

OFFICE CLERK

Required for immediate opening. Person with knowledge of keyboard to do data entry. Willing to train. Must have own transportation. Warden/Steeles, Linda,

475-2221

ORDER ENTRY CLERK

Required immediately for our Customer Service Department. Busy environment. Applicants must be high school graduate with at least 2 years experience in order entry. Minimum 40 w.p.m. typing and a pleasant telephone manner also required. Non-smoking office. Kennedy Road & Hwy. #7.

SHEPHERD PRODUCTS
Call Teresa Pugliese
475-6454

Part-time

Person Friday

Required for a friendly professional environment. Must have good secretarial and problem solving skills. Very flexible 15 to 20 hour week. Would suit home parent. Warden Ave., in Markham location.

474-9898

PAYROLL/ CLERK TYPIST

To assist bookkeeper in small contractors office, 4 miles north of Markham.

Must have pleasant telephone manner and aptitude for figures.

Call Delores after 9:30 a.m.

640-3890

PART TIME RECEPTIONIST REQUIRED

470-0770

One person office in Markham requires bookkeeper administrator to handle telephone, purchasing and complete set of books. Applicants should have small business experience.

477-5383

CLIENT SUPPORT TRAINEE

P.B.S. supplies word processing and computerized accounting systems to Law Firms. We need another member for our support team.

If you have a bookkeeping background, experience in dealing with clients, enjoy trouble shooting and are a self-starter we want to meet you. Computer experience is an asset, but not necessary as training will be provided to the right person.

Please phone us if you feel you qualify.
477-4466

Receptionist Typist

Knowledge of Word Perfect data entry an asset.

Good telephone manner and some minimal typing involved. Excellent benefit package.

474-0242

WE'RE ON THE MOVE IN MARKHAM

CAL ABCO, the leading distributor of personal computers and software, will be moving to new and larger premises and require:

RECEPTIONIST
Experienced on multi-line switchboard, typing and some clerical work required.

OFFICE ASSISTANTS
Applicants must have recent organization and people skills and a willingness to handle a wide range of office duties. Typing an asset, but not required.

CUSTOMER SERVICE
Energetic, bright, motivated people required for sales support and client relations throughout Canada. Our company offers a competitive salary and an excellent benefits package. Immediate offers will be made to the right individuals.

JOIN THE TEAM
Please contact: Mr. J. Lawrence
CAL-ABCO
170 Alden Rd.,
Markham, Ont. L3R 4C1
475-4048

Payroll Clerk

\$21 k Plus

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

TD payroll experience an asset.

Competitive salary and full range of company benefits. For more information call E. Sturgess.

669-4900

SECRETARY

Required immediately for our Administration Department. Applicants must be career and detailed minded, have 60 w.p.m. typing, good grammar and spelling, and a pleasant telephone manner. Minimum 5 years experience. Word processing an asset but not necessary. Kennedy Road & Hwy. #7.

SHEPHERD PRODUCTS
Call Teresa Pugliese
475-6454

 **Sadie Moranis**
Limited 449-2020 Realtor
PERSONALIZED SERVICE - QUALITY HOMES

PART TIME RECEPTIONIST

Required for evenings and weekends.

For confidential interview please call:

471-8800

PART TIME OFFICE PERSON

For busy furniture store office. Weekend and evening hours. Must have some office experience and typing for computer entry. Good opportunity for student.

THE FURNITURE MALL
Mrs. Gibbons
475-0705

Accounts Payable Clerk

We are the leading electronic connector company, and we require an experienced Accounts Payable Clerk. To qualify for this position, you must have a minimum of 2-3 years related experience and be able to type 30-40 w.p.m. AMP offers competitive salaries along with excellent benefits and the enjoyment of flexible working hours. Interested applicants, please send your resume in confidence to:

Personnel Administrator



Senior Secretary

This is an opportunity to apply your superior organizational skills with Beaver Lumber - Canada's leading national retailer in the home improvement market. Your primary responsibilities will include typing correspondence, answering telephones, filing, and handling mail. Able to work well to meet deadlines, you possess 60 wpm typing skills and are a highly effective verbal and written communicator. Previous experience on an AES Word Processor and/or IBM PC is essential.

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



TIRED OF COMMUTING?

WP and Secretarial openings available immediately.

- To pay rate
- Bonuses
- Work close to home.

Call Teri,
889-8542

"Serving York Region"
STAFFING CONSULTANTS

RECEPTIONIST/ SECRETARY

Warden & Alden Road area. Knowledge of Accounts Payables / Receivables an asset. Full time position.

CANO STRUCTURES
Fern Reid
477-0391

SECRETARY/ RECEPTIONIST

required

For Medical office
To cover maternity leave - Start March 1st.
Finch/Kennedy area.

To apply call
292-0084

RECEPTIONIST NEEDED IMMEDIATELY

for busy office

Computer knowledge an asset. Salary negotiable.

470-0577
Ask for Barb

We require a person for general office work. Will train. Markham area. Call 475-3960 or apply to: 151 Bentley St. Unit 13 Markham

RECEPTIONIST

Needed for Veterinary office. Warden/Steeles area.

477-4660

PERSON FRIDAY

404 and Highway area. Full time position - general office duties.

Please call
764-1555

Sales Help & Agents

530

INDUSTRIAL REAL ESTATE ASSOCIATE

1. Real Estate Licence necessary.
2. Strong analytical ability.
3. Aggressive.
4. Uninhibited sales approach.
5. Telemarketing ability.
6. Initiative and perseverance.

We will provide training and technical support to the chosen applicant.

Neil H. Dagg, C. Eng. M.I. Mech E
ALANA REALTY INC. BROKER

479-8303

The Liberal
ADVERTISING SALES OPPORTUNITY

The Liberal newspaper, one of York Region's leading community newspapers, has a challenging opportunity for a self-motivated individual in the RICHMOND HILL AREA.

THE POSITION:

- The sale of advertising space to retail accounts.
- Maintenance and the expansion of existing accounts.

THE CANDIDATE:

Will be a self-disciplined conscientious individual with excellent interpersonal skills and the ability to work with a minimum of supervision. Previous newspaper or advertising experience would be an asset.

WE OFFER:

An attractive remuneration package, complete benefits and unlimited growth potential.

If you think you are the right person, send your resume to or call:

John Griffiths
881-3373

THE LIBERAL, P.O. Box 390, Richmond Hill, Ontario L4C 4Y6, Attention Director of Advertising.

An aggressive and nationally recognized unique organization in business communication / sales training seminar field has an opening for a highly motivated, hard working, articulate and ambitious marketing consultant.

Direct sales experience in real estate, insurance, Mary Kay, etc. will be helpful, though full training is provided. Promotion and performance based with a potential of \$50,000 in the first year.

Please forward complete resume with an accompanying letter to:

P.O. Box 147
Unionville, Ontario
L3R 2R3

ARE YOU UP FOR A PERSONAL CHALLENGE?

Division of
Dylex Limited

If you are, BH Emporium will provide you with unlimited opportunities for success.

Not only do we offer an excellent benefit programme and a stimulating work environment, but we also offer a competitive remuneration plan that recognizes personal productivity. We are currently resourcing for the **BEST FULL-TIME SALES ASSOCIATES (ASSISTANT TO MANAGER)** in our Fairview Mall Toronto, and Markville Mall Markham locations.

If you have

- Excellent communication skills;
- Ability to co-ordinate and present fashion looks;
- Minimum of 1-2 years' retail sales experience.

If you are up to the challenge and would like to grow to greater heights with one of Canada's finest ladies' retail organizations, please phone:

Mike Shannon
B.H. Emporium
Yorkdale Shopping Centre
14 Yorkdale Rd.
787-9171

AFTER XMAS BILLS?

Pay them fast. Become an UNDERCOVERWEAR agent. Part-time and full-time. Approx. \$25/hr. Fun and easy, free training. Chance to win fabulous trips, furs and jewellery.

Call me now!

Christine
737-5994

PART TIME SALES HELP

required
For Pharmacy

477-7735

for an appointment

SALESPERSON
required
Full/Part Time

For our Antique and reproduction furniture showroom. Individual must be personable, enthusiastic and enjoy meeting people. Please call or write for an appointment:

WHITE'S MILL
TRADING CO. LTD.
139 Main Street
Unionville, Ontario
L3R 2G6
475-7698

Industrial Sales Representative

We require a self-motivated individual with broad industrial engineering experience to handle all aspects of sales in our Toronto and Eastern Ontario territory.

Our company manufacturers and markets through an established distribution network a range of split-to-the-shaft roller bearing units for industrial applications.

We offer an excellent salary, commission and benefit package commensurate with experience.

Apply in writing giving full resume to:

Cooper Bearings Canada

5875 Coopers Avenue
Mississauga, Ont. L4Z 1R9

ADVERTISING ACCOUNT EXECUTIVE

Metroland Printing and Publishing is seeking a successful account executive to join our team, a Metroland's first and foremost Lifestyle Magazine. Excellent salary, commission and benefit package available for the right person. Minimum 2 years experience in magazine sales preferred. Interested candidates please call:
Jacqueline Wilson
City Scene Magazine
292-8491

AUTOMOBILE SALES

Larry Cotter Ford
Lincoln Mercury

Is seeking an experienced new and used car sales representative. Excellent commission and benefit plan. Guaranteed income.

Call Mr. Frank
640-4541
Hwy. 48, Stouffville

Hospital, Medical, Dental 535

DENTAL ASSISTANT

Full time, evenings and Saturdays.
Steeles/Kennedy area.

475-2848

DENTAL RECEPTIONIST/ASSISTANT

For Orthodontic office. Full time. Experienced. Certified. Typing required. North Scarborough.
754-2263

Part-time

R.N.

For Surgical Floor
Evening Shift

Part-time

R.N.A.

For Surgical Floor
Day and Evening Shifts

Part-time

R.N., and R.N.A.
For Operating Room
Experience Necessary

889-1125

Between 9 am. and 3 pm. Monday to Friday