

**LOOKING FOR THAT PERFECT JOB? LOOK TO DRAKE**

**DATA ENTRY CLERK 18-22k**

Do you find satisfaction using your personal computer and would like to put your computer experience to use? Experience with Lotus 1-2-3 and word processing would be a definite asset. If responsible and confidential describe you, then this advancing company might be the change you are looking for. This professional company is located in the Keele St. and Rogers Rd. area. Lots of scope to develop. Order #K6034.

**CLERK 17-18k EXCELLENT BENEFITS**

Do you want to be more than just a secretary? This is your opportunity to use your computer experience, invoicing and typing skills. Communicate using a FAX machine and correspond with a variety of clients. Contribute to this busy office. Personally rewarding. Excellent benefits! Order #K6032.

**MARKETING SECRETARY 22-25k**

Career position, 4-5 years of experience would be a welcome addition to this impressive position. Support the Marketing Sales force using your creativity and time management ability. Complete proposals, prepare presentations and overheads. Proficiency on a personal computer will make the difference. Dicta and good typing skills an asset. Flexibility to work overtime! Lots of growth! Respond to the sales environment and join a team of computer experts. Order #K6033.

**INTERMEDIATE SECRETARY 17-19k**

An exciting opportunity awaits you in this fast growing company. Use your top organizational talents to handle a variety of secretarial tasks in this busy environment. Data entry experience and computer knowledge an asset. Excellent benefits, friendly co-workers, super environment. Call today for details. Order #K6029.

**VARIETY PLUS 15-16k**

Is variety the key in your job? If your experience is minimal but you have had some office exposure, you will enjoy this fast paced environment of this exciting position. Your day will fly by as you utilize your typing skills, process orders and maintain lots of people contact. Give yourself a chance to run the show. Order #K6019.

**CREDIT & COLLECTIONS CLERK 21k**

Are you detailed-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 & Collections Department. Professional working atmosphere and super benefits. Don't hesitate, call now. Order #K6024.

**SECRETARY BOOKKEEPER 21k**

Are you looking to become part of a fast growing operation where your high calibre bookkeeping ability, coupled with your secretarial skills will be recognized? If so, this rare opportunity is not to be missed! Look forward to a variety filled day as you handle a complete set of books, and uses your secretarial experience to become a part of this team environment of this dynamic company. Call for further details. Order #K3069.

NO APPOINTMENT NECESSARY  
THESE ARE JUST A FEW OF THE MANY JOBS AVAILABLE  
CALL KAREN SHARPE or  
DIANNE KEIL AT 471-8551  
27 WELLINGTON ST. W. (2nd FLOOR)  
MARKHAM, ONTARIO  
EVENINGS BY APPOINTMENT ONLY

**DRAKE PERSONNEL**

**IT'S YOUR YEAR**

Make the most of all the pluses temporary work has to offer! Your personal DRAKE OFFICE OVERLOAD consultant has a host of interesting temporary positions to offer you - whatever your schedule! You know you can count on the professionals - we've been helping people just like you find the right temporary jobs since 1951!

Here's Just a Sample of Jobs Available This Week...

**FRONT DESK RECEPTION**

You'll enjoy this prestigious international firm. A friendly staff will welcome your reception ability and train you on their switchboard. Convenient Scarborough location.

**Susan O'Neill - 296-0962**

**THE WELCOME MAT IS OUT!**

You'll be able to use your own initiative at this friendly Scarborough office! Using an IBM PC, you'll enjoy setting up a new filing system. Sheela Kassam - 296-0962 Suite 310, 100 Conslium Place Progress-McCowan

**VARIETY PLUS!**

There's plenty of scope and challenge at this Markham office. A super opportunity to show what you can do! Typing and a "take charge" attitude is all that is needed!

**PUT YOUR PEOPLE SKILLS TO WORK!**

You'll enjoy meeting and greeting lots of new people on this Markham reception desk. Just a little typing is all you need. Nancy Kamanga - 471-8553 2nd Floor, 27 Wellington St., Corner #48 & #7

FINDING TEMPORARY WORK IS OUR PERMANENT JOB

**DRAKE OFFICE OVERLOAD**



ROBERT HUNT CORPORATION



**Windows and Doors**

Robert Hunt Corporation is a leading manufacturer / distributor of premium quality windows, doors, sunrooms and custom mill-work products.

**CUSTOMER SERVICE CLERKS ORDER ENTRY CLERK INVENTORY CYCLE COUNTER**

Our operation has openings for the above entry level positions for dependable, hard working, progressive minded individuals with a positive attitude. These candidates must be organized and conscientious of their work.

Apply in person with resume and salary expectations.

Robert Hunt Corporation  
250 Bowes Road  
Concord, Ontario  
Hwy. 7 and Keele Street  
Attn: Domenic Di Paolo  
Materials Manager



**PART TIME RECEPTIONIST**

Must have good telephone manner and typing skills.

CALL **NORMA CURRIE**  
294-1372

**Precious Metal Company**

75 year Canadian company located at Woodbine and Steeles has immediate openings for:

**Sales Order Person**

Outgoing sales oriented individual for telephone sales, order entry, expediting, pricing and customer service. Pleasant telephone manner, typing and accurate calculations essential. Word processing an asset.

**Receptionist/Typist**

Minimum 50 w.p.m., pleasant telephone manner and neat appearance essential. Experience helpful. Both positions offer competitive salary, growth potential and a full range of company benefits in a progressive, fast paced, relaxed environment.

Call Helen at 475-9679 FOR AN APPOINTMENT TODAY

**AUTOMOTIVE ACCOUNTING**

Barrie Honda is a medium sized Dealership and we require a hands on Manager to handle our Accounting and our general office. Our accounting is fully computerized and the candidate should have a background in accounting and have computer experience. Automotive experience would be helpful. We offer an excellent team to join, a well established company whose policy is to reward achievers. We expect a hard working, dedicated associate who is looking for a long term commitment. If you think you qualify, send resume or phone:

Kerv or Greg Johnston  
100 Bradford St., Box 633, Barrie, Ont. L4N 3A8  
(705) 726-6488

**TYPIST**

Engineering firm requires an efficient typist with good telephone manner.

Required immediately. Woodbine-Steeles area. Call for interview. 491-4075

**SECRETARY/ PERSON FRIDAY 17 to 19.5k**

Growing Markham company requires 2 years experience, 55 wpm typing, and some exposure to Wordstar or Word Perfect to provide secretarial assistance to President and handle a variety of administrative duties. Call Vicc MacMull

889-8542 or 737-1600

"Serving York Region" **STAFFING CONSULTANTS**

**INSURANCE BROKERAGE**

Warden/Steeles

Rapidly expanding insurance broker has the following career opportunities available:

**INTERMEDIATE CLERICAL**

For a variety of office duties, including PC computer, operations, telex and record keeping.

**JUNIOR CLERICAL**

For filing and general office duties.

Please contact Frank or Christopher Holman 475-5233

**PERSON FRIDAY**

Full time position in the Steeles/Woodbine area. Typing, general office and computer experience required.

CALL **MRS. BAKER** 475-6877

**PART TIME DATA ENTRY (WARDEN/STEELES, EVENINGS)**

We have an opening for part time Data Entry Operator's experienced on 024 & 026 equipment to train on our key to disc equipment. The successful candidates will work 5 evenings per week from 5 p.m. - 10 p.m. or 6 p.m. - 11 p.m.

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

**FULL TIME & PART TIME CLERK/TYPISTS**

Versatile persons required for busy Sporting Goods Company.

Must have good typing skills, good telephone manner and a good command of the English language.

Knowledge of P.C. an asset only.

Computer Training Provided...

Good benefit package.

Woodbine and Steeles area.

For an interview, please call Tina at

445-9666 / 475-2440

**LEGAL SECRETARY REQUIRED**

For small North York firm to work for a litigation lawyer. TO START IMMEDIATELY

Call Kelly 665-1458

**LEGAL SECRETARY FULL TIME**

Required for general practice with emphasis on Real Estate. Short-hand an asset.

PLEASE CALL 477-5151

**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

**PART TIME OFFICE HELP**

We required - until May 15th, a part time person from 9:00 a.m. to 3:00 p.m., 5 days a week. \$5.50 per hour. Office experience an asset but not essential.

CALL 477-7900 Ask for Leslie

**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

**Reception/ Order Desk**

We are looking for a conscientious individual with good typing skills and telephone manner to accept a variety of duties and willingly assist with any office functions.

Call Debbie for appointment.

731-2464

Hydra-Lift Industries Ltd., (Hwy. 7 - Leslie)

**SECRETARY RECEPTIONIST**

Required immediately by a computer firm to handle reception area and general office duties. Pleasant telephone manner a must, knowledge of word processing an asset.

475-6750

**SECRETARY/ RECEPTIONIST FINCH & MARKHAM** Electronics manufacturer requires enthusiastic person for usual office duties.

PHONE 754-4313 To arrange an interview EUROPLEX SECURITY PRODUCTS

Small friendly Insurance office requires a full time person.

typing and bookkeeping required. Computer experience would be an asset but is not essential. Hours 8:30 a.m. to 4:30 p.m.

Call Mr. Vale or Mr. Borland for an appointment 477-2720

**COUNTRYWIDE UNI-MARK REALTY INC.**

requires

**EVENING RECEPTIONIST** 5 p.m. - 9 p.m. two evenings and alternate Saturdays.

For confidential interview call:

LESLEY CHEPACK 471-7702

**ORDER DESK CLERK**

Required for small office in Markham Road / Nashdene area. Duties would include: typing and general office work. Office experience would be an asset but we will train. Persons re-entering the work force or mature persons can also apply.

299-7736

**TRAFFIC REPORT**

"the 404 backed up south of Hwy. 7..."

Why not turn off before the jam and work around 404 & Hwy. 7 area. Lots of expansion means lots of jobs available especially in the reception/typist and Person Friday areas. Rates from \$8. - \$10. are easily attainable on a part-time or solid basis, whatever suits your lifestyle. Permanent positions are comparable to downtown Toronto's salaries, without the aggravation of time-consuming commuting.

**WANT TO HEAR MORE?**

Call us for more information 477-7557 ASK FOR DIANA or VALERIE

