

RECEPTIONIST

Needed for communications office.

Duties include:

- typing
- filing
- answering phones
- office overloads

Part time or full time.

Must have own transportation. Good benefits.

Please call Kim for an appointment.

477-3981

**RECEPTIONIST/
TYPIST**

For small office, Warden and 14th Ave. Full time, five days per week.

479-8332

RECEPTIONIST

Required
In Markham

Must be pleasant, well groomed, possess good communication skills with multi-line telephone experience. Some typing.

477-3666

SECRETARY/RECEPTIONIST

Growing company located at Woodbine / Hwy #7 requires experienced person immediately. Applicant should have typing and an aptitude for figures to handle the various duties involved.

Good salary and benefits. Non-smoking environment.

Please call - Mrs. Berry
474-0304

TUXEDO ROYALE

RECEPTIONIST/SECRETARY

High Voltage Electrical Contractor located near Kennedy & Steeles requires a full time Receptionist/Secretary with good telephone and typing skills. Competitive salary and excellent benefits.

To arrange an interview call Mr. Boyce at

K-LINE MAINTENANCE & CONSTRUCTION LIMITED
292-1191



**RECEPTIONIST
/TYPISTS**
required
2 Positions Available

- Part Time - Daytime 12 noon - 2 p.m. (flexible)
- Part Time - Evenings 5 p.m. - 9 p.m.

\$7. hour
Call Tracey
477-0075

**LEGAL SECRETARY
LAW CLERK**

Major lease financing company requires responsible, INTELLIGENT legal secretary / law clerk to work in legal department under guidance of corporate counsel.

401 & 404 / Victoria Park area.
Salary negotiable.

CALL

497-9425

ask for Office Manager

NEED A CHANGE?

Why not consider working on a temporary basis.

We have many assignments available in: Reception, Typists and Clerical.

Top pay rates, bonuses, and work close to home.

Don't wait - Call to-day.

Terese

889-8542

737-1600

STAFFING
CONSULTANTS

Serving York Region

OFFICE CLERK
required

Must be a self-starter with 5-10 years office experience, typing and word processing, shipping and receiving documentation. Must have own car, location Highway 7 and 404.

Call 731-8450
Betty Reid

ORDER DESK

Electrical sales and marketing company in Markham requires a bright, responsible individual.

Duties will include all order desk functions as well as shipping / receiving.

For appointment call:

474-9403

**PERSON
FRIDAY**

Full time position required for growing company. Must have previous office experience.

Woodbine/Hwy #7 area.

CALL

NORMA

477-8985

**PERSON
FRIDAY**

Person required full time for general office duties. Non-smoking office located near Steeles & Warden.

Bilingual in French / English preferred.

CALL

477-9600

**SECRETARY TO
THE BUILDING DIRECTOR**

Applications are now being received for the above position in the Building Department.

Duties: Reporting to the Building Director, responsible for all executive and confidential secretarial services for the department. Supervises the execution of clerical and typing work as assigned and is responsible for the satisfactory completion of same. Prepares format data relative to revenues, expenditures, refunds, etc. for inclusion in departmental reports. Maintain confidential information files regarding council and committee reports and directives, as well as confidential personnel records for the department. Coordinates all arrangements for business related travel for department staff.

Qualifications: Post-secondary business education or equivalent. Proficient working knowledge of Wang PC System or equivalent. Excellent communication, organizational and interpersonal skills. Shorthand and dictaphone skills required. Approximately five years experience in a senior secretarial capacity.

Salary: \$20,654 - \$24,192 — 1987 Rate (under review)

Please apply on or before February 12, 1988 to:

DEPARTMENT OF HUMAN RESOURCES



8911 WOODBINE AVENUE
MARKHAM, ONTARIO

Chesebrough-Pond's (Canada) Inc. is a highly successful manufacturer and marketer of such products as Close-up and Aim toothpastes, Impulse body spray, Vaseline Intensive Care lotion, and Pond's creams.

We have an immediate opportunity for a

Marketing Secretary

A mature, energetic Marketing Secretary will report to a Marketing Manager and support other Product Managers. Several years secretarial experience preferably acquired in a marketing or sales environment is needed, excellent typing skills are necessary and word processing would be a definite asset. Periodically, overtime may be required.

We offer a friendly work environment, attractive salary, full benefit package and access to our employees' store and subsidized cafeteria.

For further information, please call: Beverly Gale, (416) 294-9770.

Chesebrough-Pond's (Canada) Inc.

150 Bullock Drive
Markham, Ontario L3P 1W3

RECEPTIONIST



Provincial Graphics, a well established printing company requires a full time receptionist. This position offers an enthusiastic and self-motivated individual an opportunity to work with a solid group of professionals in an exciting and modern environment. Excellent communication skills and typing experience are essential for this challenging opportunity.

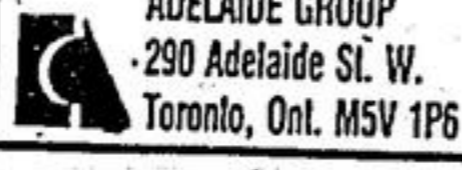
Attractive starting salary and excellent company benefits. For appointments, please call

Provincial Graphics Inc.
800 Cochrane Drive, Markham, Ontario L3R 8C9
475-9150

**JUNIOR BIL. SECR.
TO \$22K**

Markham location. Excellent entry level position for person with good typing skills and flexible, outgoing personality. Call now.

Angie Bjornson
593-0761



ADELAIDE GROUP

290 Adelaide St. W.

Toronto, Ont. M5V 1P6

**Join The
H&R BLOCK**

Team

Receptionists

Full and Part-time

To apply call

223-8820

ORDER DESK
English/French

Bilingual person required for the inside sales department of a photographic distributor, located in the Woodbine/Steeles area (Markham), with other related duties.

Experience preferred, excellent company benefits. To arrange interview, please call Mrs. Janet MacDonald,

494-2810



255 Shields Crt.
Markham, Ontario

ACCOUNTS RECEIVABLE

Position available

Must be able to handle collections and calculate invoices efficiently.

CALL WINNIE

475-3550

**RECEPTIONIST/
TYPIST**

etcetera

Ideal for recent graduate. 45 wpm typing and own transportation necessary.

475-8331

**LEGAL
SECRETARY**

Required for busy Markham law office. Experience in real estate a must. FULL TIME.

Good salary, benefits.

294-7555

**RECEPTIONIST/
SECRETARY**

Required for fast growing Leasing Company in the Woodbine & Steeles area. Must have good telephone manner and typing skills. Salary commensurate with experience.

CALL

475-2434

Richmond Hill Publisher in the Beaver Creek area has two positions to fill.

**Production
Secretary**

Duties will include typing, filing, general clerical, obtaining quotes, etc.

**Customer Service/
Order Department**

Data terminal experience and ability to deal with the public essential.

Previous publishing experience would be a definite asset in both positions.

Call Helen Wilton,

731-3838



**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

**LET YOUR FINGERS EARN
YOUR
PAYCHEQUE!**

Typists, Word processors, data entry operators - we need you! Northeast location. Beautiful offices at schedule that you dictate! Top rates for top skills.

Call today, work tomorrow, and take next week off if you want to!

**WHAT MORE COULD YOU ASK FOR?
CALL AND FIND OUT!!**

Please call
for more information
VALERIE or DIANA
477-7557



**RECEPTIONIST
TYPIST**

CB Engineering, a growing company providing Industrial Computer products and related software, has a need for a Receptionist/Typist. The compensation package includes an attractive salary as well as a group insurance plan. Word processing skills required. If interested please forward your resume to:

CB Engineering (Eastern) Ltd.
#9, 505 Hood Rd.
Markham, Ontario, L3R 5V6

**RECEPTIONIST/
TYPIST**

Required for Dufferin/Hwy. 7 area. We need a bright individual who is an accurate typist and enjoys a busy environment and has a pleasant telephone manner.

Good benefits and a friendly working environment.

Mrs. Schwartz
661-8120

**COMPUTER
OPERATOR**

Markham based company requires a Mini-Computer Operator (MAI 2000) with knowledge of order entry, invoicing and accounts receivable. An understanding of general ledger and payroll will be an asset.

Company offers fully paid benefits after 3 months and a competitive salary. Non-smoking office.

Please call
VETA CHANG
499-4822

RECEPTIONISTS

Full time
Days
For
Mayfair East
Racquet Club
in Markham

CALL
475-8833

Bright self-starter for

Typist/Receptionist

For small busy branch. Pleasant phone manner, dicta, 50 wpm., minimum; driver's licence, WP an asset. Leslie-Hwy. 7 location. To start immediately. Recent graduate will also be considered.

Call Karen,
764-1113

**INSURANCE
BROKER**

Experienced Customer Service Rep. (5 years), licensed for busy 4 person office in Markham.

Computer experience preferred.

CALL
474-5840

**JUNIOR
RECEPTIONIST**

Required

Duties to include: telephone, typing and filing. Hours 7:30 a.m. - 4:30 p.m. \$15,000 per year.

Please apply in person to:

SUMMIT KITCHENS

26 Riviera Dr. Unit #1

Unionville

East off Woodbine, north of John

CALL
888-1273