

Office Help

Indesco Hydrodynamics Inc.
Indesco is a growing organization specializing in the field of high pressure water jetting systems used in cleaning, primary resources and construction sectors. We would like to meet applicants interested in the following opportunity:

RECEPTIONIST/TYPIST

The individual's responsibilities will include: answering telephone (7 incoming lines) and greeting visitors, copy typing and various other clerical duties.

WP experience is an asset. Accurate typing and a pleasant telephone manner a must.

The company offers a good remuneration package including benefits.

Send resume to/ or call: (416) 669-5150, 210 Bradwick Dr., Concord, Ontario L4K 1K8.

Family Trust Ltd.
FAMILY TRUST CORPORATION

PAYROLL CLERK
required immediately

To handle bi-weekly, hourly and salary payroll. Some experience plus enrollment in a C.G.A./C.M.A. program would be an asset.

Please contact
SHIRLEY McARTHUR
294-1372 ext. 262

ACCOUNTING/SECRETARIAL

Position available with a well established import / distribution company in Markham.

Main duties include handling our computerized invoicing and accounts receivable.

Own transportation necessary. Non-smoking environment. Excellent salary and benefits for the right person.

CALL
477-7559
between 9:30 a.m. and 3 p.m., weekdays

A. C. Nielsen, Canada's leader in Market Research, has number of opportunities for:

CLERKS

The positions require well organized individuals capable of handling detailed work.

The successful candidate should have grade 12 education, possess above average math skills and a good eye for detail. Computer experience or a willingness to learn is essential.

We offer a pleasant work atmosphere with flexible hours and excellent benefits.

If this position is of interest to you, please call:

475-9660 or
475-8048

Temporary Workers

JOIN the CDI TEAM:

25 TELEPHONE CLERKS

- Credit investigators required to start March 1
- 4 month job
- Need good telephone manner & neat handwriting.
- Warden & Steeles location
- Hours: 8:30 a.m. - 4:30 p.m.

CALL TODAY
Village Shoppes
70A Main St. N., Markham
471-7707

CDI
Temporary Services, Ltd.

CLERK

We are looking for entry level clerical applicants who have Grade 12 education and some familiarity with computer terminals. Good observation skills are required.

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

A/P CLERK REQUIRED

For large expanding retail outlet. Experience preferred.

CALL
479-7171

Material Control Clerk

To perform clerical functions within Production Scheduling department, such as date entry, filing, assembling customer orders, etc.

This position would suit someone entering or re-entering the work force.

Flexible working hours.
Woodbine-Steeles area. Own transportation desirable.

Amerace Ltd.,
475-6000

ORDER ENTRY CLERK

Northeast Scarborough — National educational distributor has an opening for a full time / part time Order Entry Clerk.

ICL Systems: 10 experience an asset but not necessary. 45 w.p.m. Ideal for part time homemaker or re-entering work force.

CALL
439-4322

Century 21
ARMOUR REAL ESTATE INC.
Member Broker

Century 21 Armour real estate is looking for an addition to their accounting staff.

We need a **full time person Friday** who likes variety and is interested in a computer environment.

Minimal experience necessary.

Please call
Sherry Rickard
294-2533

CREDIT/ COLLECTIONS

Experienced to legal. Part time, 2-3 days per week. Flexible hours.

Please contact
Mr. Paul
474-1678

STEEL ART SIGNS LTD.
Woodbine/Denison area

Canadian Book Publisher seeks confidential secretary for Marketing Director / Sales Manager: Typing 50 wpm, organization (filing), good communication skills essential and access to car. Good growth potential, excellent benefit package. Reply with written resume to:

SHARON FITZHENRY
195 Allstate Parkway
Markham, Ontario
L3R 4T8

Century 21
ARMOUR REAL ESTATE INC.
Member Broker

GOOD OPPORTUNITY
Receptionist/Typist

DO YOU LIKE...

- MEETING NEW PEOPLE?
- A BUSY, VARIED POSITION?
- A FRIENDLY OFFICE?

THEN WE NEED YOU!!!

WEEKENDS
Saturdays: 9:00 - 5:00
Alternate Sundays
10:00 - 4:00 P.M.

If you can handle a busy phone system and have typing skills...
Call us for an appointment
WE PAY WELL because we want the best for our customers

THIS POSITION IS OPEN IMMEDIATELY
GWEN POLLARD
294-2533

TOWN OF WHITCHURCH-STOUFFVILLE
TREASURY DEPARTMENT
REQUIRES

GENERAL OFFICE CLERK-CASHIER

DUTIES: Handling of cash, word processing, phone inquiries, data entry, filing, typing, and various duties as assigned.
SALARY: Starting Salary \$16,996.00

AND

ACCOUNTS PAYABLE CLERK-KEY PUNCH OPERATOR

DUTIES: Carry out general accounting duties related to processing Accounts Payable, data entry, and knowledge of word processing and Lotus 1-2-3 program.
SALARY: Starting Salary \$16,996.00

Application forms are available at 19 Civic Ave. The date has been extended, and the undersigned will accept applications on or before February 26, 1988.

E.E. Blackburn, A.M.C.T.
Town of Whitchurch-Stouffville
Box 419, 19 Civic Ave.
Stouffville, Ontario L4A 7Z6

SWITCHBOARD 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

WORD PROCESSING OPERATOR

For busy Office Equipment Company. Must have good typing skills; 50 wpm. Experience on WordPerfect would be preferred.

SALES CO-ORDINATOR

Candidate must be organized, detailed and good with figures. Must have good telephone manner and people skills. Must be able to work under pressure.

CALL: Karen Manina
491-9330, Ext. 260
OFFICE EQUIPMENT INC.
525 Denison Street
Markham, Ontario L3R 1B8

ARE YOU THE RECEPTIONIST/SECRETARY THAT WE NEED

Are you willing to advance to become personal assistant to the Sales Manager? Do you have good communication and people skills, are you sales orientated?

If your answers are yes to these questions and you would like to work in a beautiful new facility at Hwy. #7 and Leslie...

CONTACT **JODIE BENSTEAD, TODAY**
477-9298
629-2171

TRANS CAN GREETINGS

BOOKKEEPER

Experienced A/R, cash books and general ledger.
Woodbine/Steeles area. T.T.C. service at door. Free parking, bonus, plan and other benefits.

CALL **MRS. MAGEE**
493-8101

DICTA SECRETARY
VICTORIA PK/STEELES

An independent Insurance Adjusting Firm requires an outgoing individual with excellent typing and dicta skills, coupled with a pleasant telephone manner and a good command of the English language.

If you can handle a large volume of dicta in exchange for good salary and working conditions please contact:

MR. ROY MARTIN
494-9399

BE A WINNER WITH DRAKE

INTERMEDIATE BOOKKEEPER 22K

Join a winning team and put your bookkeeping and computer experience to better use. This modern company offers opportunity, challenge and variety. Your independent attitude and some financial statement knowledge will prove assets. Top benefits and a friendly working environment. Order #K8149.

ENTERING THE BUSINESS WORLD? Up To 15K
No Experience Required!

Are you without any recognized office skills but would like the opportunity to start in an entry-level position and receive full training? If so, our client is looking for several enthusiastic individuals for typing/reception positions. Excellent learning environment, benefits and room to advance in this congenial and good atmosphere. Call today and start your career now. Order #K6048.

ACCOUNTING CLERK 20-21K

Challenge and opportunity. Join this large industrious company in a rewarding accounting position. Your business/accounting education twinned with two years experience will allow you to work independently. Excellent working hours and a comprehensive benefit package. Order #K6054.

PERMANENT PART-TIME RECEPTIONIST - \$10.00 Hr.

Do something for you today and re-enter the workforce. A combination of reception and typing are all that is required for this afternoon position. Keep your mornings free and gain valuable work experience in the afternoons. A comfortable working environment. Order #K6050.

FIGURE YOUR FUTURE 18K

Are you an industrious, professional, ambitious individual who enjoys working in a busy environment? This is the position for you. Your days will pass quickly as an accounts receivable clerk as you complete cash receipts, data entry and reconcile monthly accounts. This position has excellent benefits and offers challenge and scope. Order #K6056.

SWITCHBOARD OPERATOR 15-16K

Do you enjoy greeting people and using the telephone? Here is an opportunity to use your clear, expressive phone personality with a prosperous company. Juniors welcome. Excellent benefits. Order #K6048.

IT'S YOUR CHOICE!

BILINGUAL POSITIONS AVAILABLE 17K+
Reception, Typing, Customer Service, Filing

If you have any of these skills then these progressive companies would like to meet with you. Here is a chance to use your French in a people contact position. Excellent benefits and an opportunity to learn. Order #K6057.

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

DRAKE PERSONNEL

SWITCHBOARD OPERATOR/RECEPTIONIST

DYNAMIC individual required for switchboard operator/receptionist position in our busy Markham sales office.

PLEASANT telephone manner essential. Appearance, personality and punctuality important. Experience on an SL1 board an asset. Must be able to handle some clerical duties.

Sound interesting? To arrange an interview, please call:

FISHER SCIENTIFIC LTD.
479-8700

JUNIOR SECRETARY/PERSON FRIDAY

A mini-business computer company (Warden & Steeles) needs an energetic person to perform a variety of office duties.

Main responsibilities will include operation of switchboard / typing / filing and other clerical duties. Knowledge of WP and computer data entry would be an asset. 1-2 years work experience preferred. Salary to commensurate with experience. Excellent benefits.

MDS Qantel Canada Inc.
475-3450

PRODUCTION ACCOUNTING CLERK

We have an opening for someone with the following qualifications:

- Computer and P.C. exposure as well as accounting background.
- Accounts payable experience is no necessary, but helpful.

Those qualified please forward a resume to:

The Industrial Relations Department,
CROWN CORK & SEAL CANADA INC.,
7900 Keele St., Concord L4K 2A3

EXECUTIVE RECEPTIONIST

We have an excellent temporary position available as an executive receptionist. The assignment is for a one month period and requires someone with a professional presentation, a good telephone manner, and 50 w.p.m. Wang experience.

If you are interested in working in the Markham area, and a nice working environment is important to you, then why not call **CHRISTINE** for further information.

492-5883
TOWER TOTAL PERSONNEL

GENERAL ACCOUNTING CLERK

We have an immediate opening for a qualified person with bookkeeping background and 2 years experience in a computerized environment. This job entails preparation of records for data processing and data input.

If you are self motivated, conscientious and well organized. We offer attractive salary, excellent company benefits and pleasant working conditions.

Located at Woodbine/Steeles.

STETRON INTERNATIONAL
475-6202