

Skilled & Technical Help

## Brownlee Personnel Services

- **PERSON FRIDAY** - Ideal position for a person wishing to ease back into the workforce or a recent graduate with limited office experience. Your day will be busy assisting the Acctg. dept. with typing (accuracy more important than speed), invoicing, issuing cheques, some payables and filing.
- **PARA LEGAL/LAW CLK.** - Put your law clerk experience to use in this busy franchise operation specializing in: land titles, real estate, small claims, traffic, immigration, pardons & landlord/tenant legal matters. An interesting & challenging position offering excellent advancement. Central Markham location.
- **ACCOUNTING** - Basic accounting knowledge needed for this varied Accts. Payable Clk. position. Some computer knowledge helpful. \$18,000 with 100% benefits.
- **C.A. STUDENT** - \$20-25,000. 1-2 yr. C.A. student needed for busy C.A. firm Woodbine/Steeles. Utilize your accounting theory and gain invaluable experience. Knowledge of Trial Balance/Financial Statements required.
- **SHIPPER/RECEIVER CUM SALESPERSON** - As Shipper/Receiver for this dynamic computer co., you will learn their business from the ground up. If you demonstrate potential, moving into Sales is just a matter of time. \$20,000.
- **PERSONNEL ASST.** - This position is for the person who wants to be more than a Secretary. If you consider yourself a good communicator, organized and hardworking then administering applicant tests, reference checking, initial interviewing, liaisoning with clients as well as performing secretarial duties will challenge you. Personnel exper. a definite asset. \$19-20,000.

THESE ARE JUST A FEW OF THE MANY OPPORTUNITIES AVAILABLE

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

## MARCH WITH A WINNER CALL DRAKE PERSONNEL

**MARKETING SECRETARY 23K+**  
Your secretarial experience in a marketing environment is needed. An excellent product with a fast paced company and a chance to use your word processing. Don't miss this prestigious, challenging opportunity. Order #K6069.

**CUSTOMER SERVICE/ORDER ENTRY 21K+**  
Patience needed in a high pressured environment. If you possess perseverance and can contain a calm disposition then this challenge awaits you. A combination of customer service experience and order entry will be appreciated with this international company. Order #K6059.

**ACCOUNTS PAYABLE 19K+**  
Busy office, room to grow. Accounting experience and knowledge of analyzing accounts. Aggressive office with deadlines to meet. Excellent opportunity with an established firm. Complete benefit package. Order #K6057.

**SECRETARY TO THE PRESIDENT 22-25K**  
Pharmaceuticals! Have you had exposure in this field along with strong secretarial skills? Your word processing knowledge and fluent communication skills will assist you with your busy workload. A large expanding company with growth and recognition. Order #K6060.

**ACCOUNTS RECEIVABLE CLERK 14.5-15K**  
Ready for a new challenge? Use your knowledge of accounts receivable as you become involved in all facets of this field. In this great atmosphere, you will not only gain experience in word processing but will expand your knowledge of receivables. Excellent benefits and a real chance to grow. Order #K6058.

**LAW CLERK 16-18K**  
Law firm experience! This is the opportunity you've been looking for. Don't miss it. Join a team of professionals. Potential for growth and advancement. A law clerk graduate or experience in a law firm will give you the start with this well established firm. Order #K6063.

**MARKETING CO-ORDINATOR 19-21K**  
A large established firm has an outstanding opportunity for an organized individual with marketing and sales exposure. Check outgoing quotes, draft purchasing memos, off set printing quotes, support for sales personnel are the keys you will need to take charge of the situation. This prestigious company offers excellent hours, great team workers and top benefit package. Don't miss this opportunity. Call now! Order #K6062.

**JUNIORS WELCOME 15K+**  
Experience! Is this what you are looking for? Your willing capable attitude would be appreciated with this supportive company. Reception and clerical duties. A rewarding opportunity. Order #6051.

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

# DRAKE PERSONNEL

### STEELES/WOODBINE AREA SECRETARY/RECEPTIONIST

We have an immediate opening for a friendly, out-going personality with a good telephone manner. Typing and filing involved. Small business environment. We are willing to train.

**CALL PAT  
477-7440**

### O.A. OFFICE ASSISTANCE We save you the search

**WORKING TEMP NOW???  
THINKING ABOUT IT!!!  
CHECK THE O.A.  
ADVANTAGES & BENEFITS ...**

- ✓ Blue Cross medical coverage after 100 working hours
- ✓ Stat holiday pay after being employed 30 days if you work the 15 days prior
- ✓ Premium Incentive Points towards valuable gifts for each hour worked
- ✓ Terrific assignments for Secretaries, Receptionists, Word Processors (IBM 5520, Xerox 860 plus), Clerical, data entry
- ✓ Assignments are in your neighborhood, Scarborough, Markham, Willowdale, Don Mills
- ✓ Friendly staff/We listen

Your needs are what matter to us  
**WHY HESITATE???**  
**CALL ANITA TODAY  
491-9605**

### OFFICE CLERK

Required by leading furniture manufacturer to assist in their Payroll Department. The successful candidate will also assist in accounts receivable on a part-time basis. Office experience preferred, but not essential. We are willing to train.

**Kay Vonda  
669-2420**

### INVOICE TYPIST

Good typing skills required for small distributing firm. Part time - days.  
Pharmacy / Steeles area.

**491-9696**

### JUNIOR OFFICE CLERK

Should have some accounts receivable experience, typing and general office experience. Fringe benefit package. \$12,480 per year.  
Call for appointment:

**888-1273**

### RECEPTIONIST

For Printing company.  
Steeles-Woodbine area.

Responsible individual with pleasant phone manner and some typing.

**475-6800**

### RECEPTIONIST/ TYPIST

- Immediate opening -  
Full time receptionist/typist. Capable, reliable person to run small business office in Markham.

For interview please call  
**479-6447**

### ORDER DESK

Permanent Full-time  
Villeroy & Boch, located in Richmond Hill, offers an employment opportunity to an energetic, well organized individual to assume this important role.

Major duties include:

- Order entry.
- Invoicing.
- Customer service and inquiry.

If you pride yourself in your ability to work efficiently to deadlines, have excellent typing skills and/or related experience please contact:

**Maureen Brown,  
731-6260**

*a place to grow*  
  
**Family Trust**

### SWITCHBOARD

Evening/  
Part Time

Good typing skills and pleasant phone manner.

Please call  
**NORMA CURRIE  
294-1372**

### Production Clerk

Publisher requires a Production Clerk/Typist effective April '88, for temporary replacement to mid '89.

Applicant should have excellent communication skills, aptitude for figures, PC experience with Lotus spreadsheets. Print production experience an asset.

Starting salary \$17,900. Attractive company benefits.

Location: Richmond Hill.

Please send resume to: Box 53, The Liberal, c/o P. O. Box 390, Richmond Hill, Ontario L4C 4Y6.

### MARKHAM... TEMP

March Ahead  
in February

- RECEPTIONISTS
- DATA ENTRY OPERATORS
- CLERKS
- TYPISTS
- WP OPERATORS

Long & short-term positions available  
Free Skill Improvement; Friday Pay; Statutory Holiday Pay  
The Best Rates  
**MARKHAM**  
201 - 7030 Woodbine Ave.  
(at Steeles)  
Call Avey  
(416) 470-0270

## OLEN SERVICES

  
**Wilson niblett**

### Collision Centre Clerk

Rapidly growing collision centre, requires a well-groomed self-starter for reception and clerical duties. Experience preferred but will train the right candidate.

Competitive pay plan and company benefits including dental and ohip.

Contact:  
**Bill McKee or Mark Seaton  
884-0991  
727-9453**

### RECEPTIONIST/ GENERAL OFFICE DUTIES

Competitive wage and benefits. Computer skills an asset.  
Warden/Hwy. #7 area.

CALL  
**479-1371  
(Ross)**

### DATA ENTRY CLERK

To fill this position, we are looking for a person who is familiar with data entry and is willing to provide support to the users. Along with the regular duties assigned to this position, the position offers the opportunity to become involved in our growing use of personal computers, spread sheet, data base program, etc.

Full company paid benefit package and advancement opportunities.

Apply in person to complete application:

**C & M PRODUCTS  
189 Bullock Drive  
Markham  
(\* No phone calls please \*)**

### GENERAL OFFICE CLERK

Required for fast growing company in Markham. Duties include: typing, filing, answering phones, as well as general office duties as assigned.

Please contact **RUTH RICHARDSON  
479-1443**

### JUNIOR SECRETARY/PERSON FRIDAY

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

Man 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**

### SUPERVISOR OF ACCOUNTING \$37,567 - \$43,988 per annum


The Regional Municipality of York Treasury Department is inviting applications for the position of Supervisor of Accounting.

The successful candidate will be responsible for planning, co-ordinating and overseeing the efficient operation of the accounting section including the supervision and training of staff and for maintaining a computerized financial system, as well as the preparation of various financial statements, reports, summaries and comparisons.

Qualifications: Knowledge of accounting principles and practices equivalent to that obtained through completion of a professional accounting designation, plus a minimum of two years related experience in a municipal environment.

Quoting competition No. 88-53, please submit detailed resume of education and experience by March 16/88. Only those candidates selected for an interview will be contacted.

Human Resources Department  
The Regional Municipality of York  
Box 147  
Newmarket, Ontario L3Y 4W9



### RECEPTIONIST/SECRETARY

If you enjoy working in a fast paced, pleasant office environment, we would be interested in talking to you. We offer an excellent benefit package with lots of room for advancement.

**DRYVIT OUTSULATION SYSTEM LTD.  
Call Mrs. Leamen  
764-5315  
(between 8:30 - 5:00)**

### SECRETARY

Required full time for general secretarial duties in a Mall Management office. Knowledge of fax machine, typing, telephone system and lease documentation helpful. Salary commensurate with experience.

**CALL MR. STONE 479-6630**

### WORD PROCESSING OPERATOR

For busy Office Equipment Company. Must have good typing skills, 50 wpm. Experience on Word-Perfect 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

## Office Opportunities Look to Your Future!

If you are a high school graduate who is eager to apply your skills with a leader, look to these opportunities with State Farm...

**Tape Librarian...** for our Scarborough Office at Brimley Road & 401. You will maintain tape inventory control systems and listings for our Data Processing Department.

**Policy Service Clerks...** to assist with mail and file deliveries. You will also be responsible for various typing duties and policy assembly activities.



**Microfilm Records Clerk...** to handle microfilming and microfilm indexing via CRT terminal input.

**Data Input Operator...** a challenging entry-level position in our Accounting Department.


**Clerks...** for our Markham Office at Steeles & Warden. You will perform filing, typing, telephone work, and data entry. We offer competitive salaries, good benefits, monthly cost of living bonuses, and career growth within non-smoking environments.

To apply, please send your resume to Betty Rockall at: The State Farm Insurance Company, 1801 Brimley Road, Scarborough, Ontario, M1P 2H3; or call her at:

**298-5015**  
"An Equal Opportunity Employer"

**STATE FARM**  
INSURANCE COMPANIES  
Head Office: Scarborough, Ont.  
Like a good neighbour  
State Farm is there



### WORD PROCESSING/ SECRETARY

A Christian Mission has an immediate opening for a caring individual who possesses good secretarial, word processing, and data entry skills.

CBMI provides services to the poorest of the poor in over ninety countries. The Canadian headquarters, located in Stouffville, provides the base from which the ministry is administered throughout the national community of Christian churches and individuals.

Interested applicants are asked to write or phone regarding an interview. Contact: Mr. Art Brooker, National Director Box 800, Stouffville L4A 7Z9 640-6464.