

Office Help

## GROUND FLOOR OPPORTUNITIES!

**National Safety Associates Limited** is an international supplier of water treatment systems for home and industry based in the United States. Rapid sales growth has resulted in the opening of our Canadian headquarters in Richmond Hill. At this time, we are looking for individuals for the following positions:

### OFFICE MANAGER

This person will be responsible for all day-to-day operations. Ideally, this person will have a broad base of business skills including warehousing, order entry, bookkeeping, etc. Excellent leadership skills and sound business judgment is required.

### TELEPHONE ORDER ENTRY CLERKS

We are looking for four (4) individuals. You must possess excellent telephone manners, be capable of operating a computer terminal, and ideally, be fluent in French.

### RECEPTIONIST/SECRETARY

You will be responsible for handling all telephone enquiries as well as general secretarial work for the Managing Director and Office Manager. Ideally, you are fluent in French, possess excellent secretarial skills, and able to run a switchboard.

### INTERMEDIATE WAREHOUSE

This position will be of interest to a shirt-sleeved individual with experience in all warehouse activities including; shipping, receiving, set-up, and inventory control. You will be responsible for the daily operation of the warehouse and be able to work independently.

If you are a team player and would enjoy the challenges associated with a start-up opportunity, please call **640-1988**, or send your resume, outlining salary requirements, to:

**National Safety Associates Limited**  
c/o The Liberal  
Box 58  
10720 Yonge Street  
Richmond Hill, Ontario  
L4C 4Y6

A fast growing medical supplies company based in Markham has two excellent opportunities for the right people.

— Receptionist/Typist who has first-class communication skills and general office experience.

— Accounting Clerk with three years' experience for general accounting duties including accounts payable. P.C. experience an asset.

Reply in confidence to:

**SHERWOOD MEDICAL INDUSTRIES (CANADA) INC.**  
Attention: Director of Administration

475 Hood Road, Markham  
479-5500

### RECEPTIONIST

An Electronic company located near Hwy.#7 and Woodbine Ave. is looking for a Receptionist.

This person must be personable and have a professional and pleasant telephone manner. Duties will include answering a busy telephone system plus other miscellaneous functions.

Please Call:  
Mrs. Jean Chapman  
For an appointment  
475-8500

### ACCOUNTS PAYABLE CLERK

Salary commensurate with experience. Good company benefits. Experience on WANG computer would be an asset.

Send resume to  
J. SULLIVAN  
**WHITE ROSE CRAFTS & NURSERY SALES LTD.**  
4038 Highway #7  
Unionville, Ontario L3R 2L5

16th Avenue/Woodbine  
OFFICE CLERK

We have an opening for a friendly, outgoing personality. Position description includes: data entry, filing, secretarial and reception activities.

Start date: April 1st, 1988.

CALL BOB  
475-2885

### CLERICAL ASSISTANT

Full-time position offering attractive company benefits. Person with typing and an aptitude for figures required.

Send resume to  
J. SULLIVAN  
**WHITE ROSE CRAFTS & NURSERY SALES LTD.**  
4038 Highway #7  
Unionville, Ontario L3R 2L5

Required  
Part Time  
GENERAL  
OFFICE  
DUTIES

No Books  
— Flexible Hours —

CALL  
MRS. WAGNER  
477-3027

Required as soon as possible for architectural firm at Leslie St. and Hwy. #7.

- Secretary/Receptionist, Xerox 6455 an asset.
- Accounting Clerk first/second CMA/CGA

CALL JUDY  
731-2061

### RECEPTIONIST/ TYPIST

- Immediate opening -


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

For interview  
please call  
479-6447

RECEPTIONIST/  
SECRETARY



As Canada rushes into today's dynamic "Information Age" PACKARD BELL Business Systems have gained broad acceptance. We are quality focused on a single concept. Success results from setting standards and not just "keeping pace" with them. Make the approach part of your style, join our growing team at our Canadian Head Office.

Please call or send resume to:  
PACKARD BELL CANADA  
7181 Woodbine Avenue, Suite 230  
Markham, Ontario L3R 1A3  
(416) 479-5700



20 years of placing people



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**WORD PERFECT OPERATORS  
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TELEPHONE ASSISTANTS  
LOTS OF CLERICAL POSITIONS**

THESE POSITIONS VARY IN LENGTH, AND START AS EARLY AS TOMORROW TO ASSIST THE DELEGATES FROM 7 COUNTRIES MEETING IN TORONTO IN JUNE '88.

**FOR MORE INFORMATION, PLEASE CALL!!  
492-8502  
ASK FOR ANNE, VAL OR DEBBI**

**Hunt Personnel  
Temporarily Yours  
Is an Official Supplier  
of Support Help  
To The Government  
Of Canada**

**FELLOWES®**

CANADA'S LEADING MANUFACTURER OF QUALITY RECORDS STORAGE & ORGANIZATIONAL PRODUCTS FOR THE HOME & OFFICE IS SEEKING:

### RECEPTIONIST/TYPIST

You will have some good general office experience along with excellent phone skills.

You will become part of our office & administration team!

We provide a superb benefits package which is tied to a base salary in-line with your experience.

If you want to join this stable, growing & exciting company, please call: Mrs. Feldman.

**475-6320**

FELLOWES MANUFACTURING OF CANADA LTD.  
2750 JOHN STREET  
MARKHAM, ONTARIO L3R 2W4

### RECEPTIONIST/ TYPIST

For busy Markham (Steeles/Warden) office.

Pleasant, telephone manner, accurate typing with minimum 35-40 wpm. Some office experience a must. Non-smoker preferred.

Please forward resume to:

**Mrs. K. Lim-Burggraaf  
JPS MICROSYSTEMS Inc.  
1271 Denison Street, #52-55  
Markham, Ontario L3R 4B5**

### CLERK TYPIST

Clerk Typist required for busy sales office in the Markham area. Variety of duties include: typing of quotations, letters, mailers lists, contracts, and electronic mail messages.

If you have minimum Grade 12 education, accurate typing speed of 60 wpm, and a knowledge of science terminology, please call:

**FISHER SCIENTIFIC LIMITED  
479-8700**

### RECEPTIONIST

Immediate full time position. Good telephone manner and filing. Typing helpful.

Warden/Steeles area  
474-1888 Ext. 31

### CLERK/RECEPTIONIST TEMPORARY F/T

Needed for small photography firm for 4-6 weeks. General clerical duties including typing.

Contact Monica Strak, 479-8505  
Warden/Steeles location

### RECEPTIONIST/ INSIDE SALES PERSON

Required for busy Print Shop. Experience an asset.

CALL 475-7877  
KWIK KOPY PRINTING

### PERSON FRIDAY

We require a bright, energetic and capable individual to be responsible for a wide variety of duties ranging from a secretarial / clerical function through to assisting with special events.

Good communication and secretarial skills, the ability to deal with the public in a pleasant and effective manner and a flexible attitude toward job functions are a must for this position. Excellent salary and benefits.

Interested persons please submit resumes in confidence to:

Box 4340  
Markham Economist & Sun  
9 Heritage Road  
Markham, Ontario L3P 1M3

Highway #7 and 404 area

### RECEPTIONIST/TYPIST

A Consulting Engineering Firm requires a permanent receptionist/typist. Knowledge of keypunch operation is an asset. Usual fringe benefits.

Contact the undersigned for an appointment:

**DIPEN MUKHERJEE  
1151 Denison St. Unit #11  
Markham  
475-8884**

### SECRETARY/RECEPTIONIST

Mortgage Broker requires self-motivated secretary / receptionist for branch office.

Pleasant telephone manner, accurate typing and an aptitude for figures a must.

CALL MR. BYER  
731-4242

### INSIDE SALES CO-ORDINATOR

Required for Markham sales office of a Vancouver based importer of electronic components.

Good telephone manner, some computer experience and basic knowledge of component terminology are definite assets. Salary commensurate with qualifications. Full company benefit plan.

For personal interview call VAL between 10 a.m. - 3 p.m.

**S-P INTERNATIONAL LTD.  
825 Denison Street, Unit #7  
Markham, Ontario  
475-5305**