

BE A WINNER WITH DRAKE

PERMANENT PART-TIME DATA ENTRY CLERK
\$8 - \$10 hr.
Join a growing organization! In your primary role as data entry clerk you will be exposed to a wide range of duties including people contact. Great hours and terrific flexibility! Order #K3111

COMPUTERIZED ACCOUNT RECEIVABLE 14 - 15K
This company wants you! An unstructured, responsible environment. Your computer exposure, combined with your invoicing and accounts receivable background, will land you a chance with this solid firm. Put your willing to work attitude forward! Excellent benefits. Order #K6058

JUNIOR FILING CLERK 15K
Develop your dreams and contribute to a growing company. Start off in style and get the experience you have been looking for. You know you have the initiative, ability and energy so make your mark! Lots of potential. Order #K6000

BILINGUAL FRENCH SECRETARY 22K
Demonstrate your initiative and stimulate your mind by joining this winning team. Utilize your verbal and written French skills in a creative and congenial environment. Bring along your enthusiasm, as well as your talent for organizing and prioritizing for a busy executive. Your top secretarial skills in dicta typing and word processing will start you on your new career. Beautiful offices and good benefits. Don't hesitate — Order #K6046

RECEPTION/SECRETARY - 20K
This plush, marketing company wants you. Your professional attitude and flexibility will be appreciated in this team oriented company. A busy environment with variety including: word processing, reception, filing, photocopying and general office duties. A warm supportive office atmosphere. Order #K6001

ACCOUNTING/FINANCIAL ANALYSIS 27 - 29K
Grow with a large, expanding company. This challenging accounting opportunity will keep you busy completing balance sheets, analysing financial statements, reconciliations, and assisting the controller. Your knowledge of financial forms and your ability to complete given duties with pride and satisfaction will be a definite asset to this exciting company. Order #K6069

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

Do it now... Make that change!!

Don't put it off one more day. Several of our Markham and Aurora area clients have positions open for that special person. Let us help you make that change today.

\$25-27K Int. Acct. - Manufacturing environment, with costing exp. will help you secure this position. Company relocating to Newmarket area in 1988.

\$23-24K Executive Sec. with shorthand - High profile position, beautiful offices. Make this a super career move. (Aurora area)

\$20-25K Senior Data Entry - Accuracy and speed in keying and verification of all data input. Progressive position.

\$20-25K Service Coordinator - Perform and coordinate administrative functions relating to the service department. Car a necessity.

\$20K Exec. Receptionist Typist - "Dream" position with lots of variety. Truly a high profile, key opportunity.

\$18-19K Order Entry/Inside Sales - Good people skills combined with strong organization skills will secure this position for you.

Receptionist Where are you?

If you are unhappy in your present position or thinking about re-entering the work force but you're unsure of your skills, come in and talk with us about your future today.

Never a fee - no obligation

Evening appointments available upon request.

764-6344 or 773-4266

DGS

Placing
You
First

PERSONNEL

Microbits



Microbits is a successful direct marketer of microcomputer supplies, media accessories, audio and video training materials.

• Inside Sales Representative
We are looking for an individual with excellent communication skills and some knowledge of microcomputer products. Telemarketing skills and keyboard efficiency a plus.

• Customer Service Representatives
We are looking for an individual with excellent communication skills and some knowledge of microcomputer products. Keyboard efficiency a plus, bilingualism an asset.

We offer salary plus commission/bonus, a great benefits program and growth potential in a pleasant, non-smoking environment. Located at Steeles and Victoria Park. Call Mrs. Cameron 477-8184.

FULL-TIME OFFICE ASSISTANT

Required for software company in Richmond Hill. Must have pleasant phone manner, typing skills and knowledge of word perfect. Must be well-spoken and able to organize written material from provided specifications.

CALL 640-4744

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

Brownlee Personnel Services

- SALES SECRETARY** - Assist the sales team of this dynamic Communication Co. Coordinating sales meetings, seminars, training sessions, typing of quotations, presentations, maintaining sales manual & mail campaign will keep you busy. Good typing skills required. (W.P. Panasonic) \$20,000 with 3 mo. review.
- 2 Receptionists** - Due to expansion, this exciting Communication Co. requires two receptionists - one for their main lobby, the other in their Customer Service area. Good communication skills, well-groomed appearance and some switchboard experience necessary. Limited typing. Woodbine/Steeles. \$18-19,000.
- 2 PRODUCTION COORDINATORS** - \$20-25,000. Exciting Marketing Co. needs two bright energetic individuals capable of coordinating all aspects of their direct mail program. Good communication skills vital as well as an ability to organize and meet deadlines. Immediate start - call today.
- OFFICE MANAGER** - Small Computer Co. needs a qualified Secretary to manage their office. A take-charge person who likes variety is best suited to this position. Word processing skills a definite asset (IBM-PC). Limited bookkeeping \$20,000.
- A/R CLERK** - If you have math aptitude and enjoy handling all aspects of Accounts Receivable as well as other accounting functions, then this position will interest you. Related experience in a computerized environment required. Good advancement opportunities. \$18-20,000.
- JUNIOR POSITION** - Sales Marketing Co. requires a versatile individual who enjoys working in a small office performing a wide range of duties (Answering phones, typing, computer invoicing). Will train on word processing.
- PERSON FRIDAY** - Busy accounting dept. of this well-known Markham co. needs a person to assist them with typing (accuracy more important than speed) invoicing, filing, etc. Good growth potential. \$17,000.
- OFFICE MANAGER** - Rapidly expanding Broadcast Equipment Co. requires a flexible person to manage their day to day operations. Shipping & receiving (2 hrs/day) purchasing, customer service, some invoicing and supervision of office staff will challenge the person who thrives in a busy environment and is company minded. \$25,000 + benefits.

THESE ARE JUST A FEW OF THE MANY OPPORTUNITIES AVAILABLE

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



WALK-IN DOCTORS OFFICE

located in the new
MARKHAM MEWS SHOPPING CENTRE

4997 Hwy. #7

requires a

PART TIME

MEDICAL RECEPTIONIST

Days, Evenings and Weekends

Call 223-9942

RECEPTIONIST/TYPIST

Required immediately for new high tech firm at 14th Ave. and Woodbine. 40-50 w.p.m. with W/P experience. To 20K with paid benefits.

Call Terry
477-4095

CONTACT PERSONNEL GROUP

DISTRICT CO-ORDINATOR Markham

A top supplier of office equipment is looking for a team player who is well organized and can prioritize his/her work.

This individual will perform and coordinate all administrative functions of a small field sales and service office and assist the District Manager and sales personnel in meeting quotas.

Duties will involve:

- Inventory control
 - Service administration
 - Order processing
 - Credit/collections
 - Accounts receivable
 - General office management
- This position offers an excellent salary, full benefits and room for advancement.

Claire Haas Contact - Personnel 1-897-1260

Allstate NEW OPPORTUNITIES

It may be time for a fresh start and Allstate has the opportunities. Available are full time Data Processors and Record Clerks positions in our Markham Head Office.

Allstate offers an attractive starting salary and a full range of company benefits, including profit sharing. The successful candidate will have a minimum of 35 wpm typing.

Interested applicants please call:
KEN ROUGHTON 475-4571
ALLSTATE INSURANCE COMPANY OF CANADA

OFFICE/SALES ADMINISTRATOR

Immediately required: Person with administration and secretarial skills to run non-smoking Marketing and Sales office. Computer and W.P. knowledge an asset. Full & part time position available. Flexible hours. Warden & Steeles area.

477-1114

20 years of placing people



CALL US FIRST! HUNT PERSONNEL

SPECIALIZING IN PERMANENT PLACEMENTS.

To you the candidate, there is NO COST. Our high profile clients in the NORTH SCARBOROUGH/MARKHAM AREA pay for our expertise in finding good employees for them.

These are job opportunities, with excellent benefits, growth potential in warm friendly environments.

Some Examples:

18,000 CLERK TYPIST
- Warm friendly company
- Willing to learn Word Processing
- Accurate Typing Skills
- Great Opportunity

16 - 17,000 RECEPTIONIST
- Ideal for someone returning to work force
- Small busy atmosphere
- Non-smoking office
- Will train on W.P.

20,000 RECEPTIONIST
- Professional Sales promotion firm
- Open due to promotion
- Team playing working attitude
- Excellent typing & communication skills required.

15,000 TELEX OPERATOR
- Good start for first job
- Large company located in Willowdale
- Lots of growth potential
- Excellent company benefits.

16,500 INVOICE TYPIST
- Creative environment
- TTC access
- Scarborough location
- Good typing skills required

19,000 SECRETARY
- Returning to workforce
- Markham area
- Reporting to V.P. of Cust. Service
- Friendly environment
- Lots of variety.

20,000 SALES ASSISTANT
- Excellent telephone manner
- Work with sales team
- Challenging & busy job
- Growth potential
- Minimal typing.

23 - 25,000 EXECUTIVE SECRETARY
- Aurora area
- Flexible personality
- Must have Shorthand
- Excellent company benefits.

WE CAN KEEP you hopping on short term. Temporary assignments until you decide on the right permanent position.

LOOK FOR MORE JOB OPPORTUNITIES
IN NEXT WEEK'S ISSUE

HUNT
PERSONNEL

TEMPORARILY
YOURS

FOR MORE INFORMATION
PLEASE CALL
PEGGY OR LINDA
477-7557

The following opportunity is available at our Head Office location in Markham:

Accounts Payable Processor

You will be responsible for the accurate processing of supplier invoices and credits, including coding vendor information, batching processed invoices, data entry and balancing.

You must be a grade 12 graduate with 2 years' office experience, preferably gained in Accounts Payable. Good organizational skills and the ability to work to deadlines are essential.

To apply, please call: Company Personnel Office, 479-2255 Ext. 2657

Beaver
Lumber

Sales Help & Agents 530

Allstate ALLSTATE EXPANDS

New markets and new opportunities. It's an exciting time for Sales Agents at Allstate. If you are successful now or a sales oriented entrepreneur - join us as we grow and expand in the following area:

MARKHAM PLACE AND NEWMARKET

Ideally applicants should have a minimum of 2 years successful sales business or finance experience. Insurance sales would be an asset but is not essential.

Allstate can offer successful applicants:

- a guaranteed monthly salary and the opportunity to exceed this guarantee
- a company paid training program
- a complete employee benefits program including Profit Sharing
- a potential to operate your own insurance office.

Interested applicants please call collect:

Bob Riley
416-479-9823

CANADA'S LARGEST CUSTOM WINDOW SPECIALIST

We have a challenging sales opening available for an energetic, self-starter/experienced in either blinds or drapery.

If you feel you can meet the challenge, please give us a call.

471-6565