

20 years of placing people



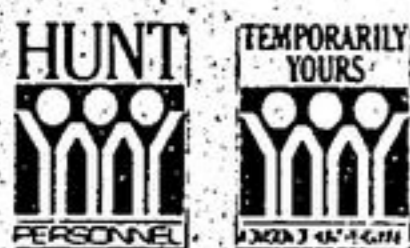
**LET US HELP YOU!
HUNT PERSONNEL**

Specializing in Permanent Placements...

To you the candidate, there is NO COST. Our high profile clients in 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.

- 20,000 RECEPTIONIST**
— Fast paced promotions firm.
- 17-19,000 AMINISTRATION**
— lots of people contact
- 18-21,000 WORD PROCESSING OPERATOR**
— High profile investment real estate firm.
- 19,000 CUSTOMER SERVICE**
— Creative atmosphere.
- 16,000 RECEPTIONIST**
— Lots of room for growth
- 17-20,000 SALES ASSISTANT**
— Variety plus
- 17,000 INSIDE SALES**
— 6 month contract.
- 15,000 MAIL CLERK**
— lots of growth
- 20,000 COMPENSATION ADMINISTRATOR**
— Excellent training provided.
- 20,000 DICTA SECRETARY**
— Exciting environment.
- 16,500 INVOICE TYPIST**
— Lots of variety.
- 21,000 SALES SECRETARY**
— Hi-tech environment
- 23,000 SHORTHAND SECRETARY**
— Aurora location
- 15,000 TELEX OPERATOR**
— Growth potential
- 19,000 SECRETARY**
— Busy environment
- 22,000 CREDIT & COLLECTIONS SUPERVISOR**
— Sporting industry
- 19,000 RECEPTIONIST/TYPIST**
— Brand new offices
- 18,500 CLERK TYPIST**
— Use a variety of skills.
- 16,000 CLERK**
— Excellent potential — first job.
- 22,000 W.P. SECRETARY**
Chartered Accountant firm
- 15,000 RECEPTIONIST**
— Scarborough location.

WE CAN keep you hopping on short-term temporary assignments until you decide on the right permanent position.



For more information
Please Call
PEGGY OR LINDA
477-7557

OFFICE PERSON

Mature, well rounded office person required by business magazine located in Unionville. Must have pleasant telephone manner, exceptional interpersonal, organizational, typing capabilities and business skills.

Please call KATE at
477-2922

RECEPTIONIST/TYPIST

Located in the Warden/Steeles area we have an immediate opening for a conscientious individual with excellent typing skills and a pleasant telephone manner. We offer competitive salary and a benefit package.

Interested parties should contact
Mr. Richard Downing
TURF CARE PRODUCTS
105 Gibson Dr, Markham L3R 3K7
475-0988

WEEKENDER LADIES WEAR INC.

Busy fast growing business requires new office staff:

- Clerical Worker - Must be eager to learn, able to work under pressure and have an easy going personality. Some typing skills required.

Please call 477-7545
(ask for Theresa O'Connell)

- Cash Receipts Clerk - Entry level position. Responsible for daily cash receipts. Computer experience an asset but not necessary.

Please Call 477-7545
(ask for Karen Rosenthal)

ACCOUNTANT

Manufacturing firm in Markham requires a responsible person for Junior position. Experience and knowledge of LOTUS preferred. Must have a car.

Call JOHN DERBYSHIRE
475-6110

**Brownlee
Personnel Services**

- **ADMINISTRATIVE SECRETARY** — Want to be directly involved in the day-to-day operation of our busy Personnel Agency? In this position you will assist the owner with prescreening applicants, contacting clients, reference checking, conducting market surveys, etc. as well as providing secretarial support. If you are self-motivated, well-organized, possess excellent typing skills, good communication and people skills and have a strong commitment to quality, we would like to hear from you.
- **CLOSE TO HOME!** — If you live in the Pickering/Ajax area, you can work close to home with this rapidly expanding manuf. co. A small office with friendly co-workers makes this opportunity even more attractive. Our client needs an exper. A/R-A/P invoicing clerk with good typing skills typing consists of letters and some quotations. Salary to \$18,500.
- **WE ARE CAREER SPECIALISTS COMMITTED TO HELPING YOU.** Talk to us about these and the many more job opportunities we offer.
- **SUMMER OFF** — If you only want to work until summer then consider this 3-4 mth. bookkeeping assignment. Markham location. \$375-400/wk. Call for details.
- **RECEPTIONIST PLUS** — A special kind of person required for small growing Richmond Hill Co. Good telephone manner, some typing and inputting in voicing on computer.
- **JR. SECRETARY** — Busy distribution co. needs a dependable individual with good typing skills & some computer/w.p. knowledge. A responsible position requiring the ability to work with little supervision.
- **ACCOUNTING** — Advancement opportunities abound in this incredible computer co. Due to recent promotions, several openings exist. If you have some A/R or A/P exper., Call for more details.

107 MAIN ST., UNIONVILLE
471-8060 or 470-1771

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

EXECUTIVE SECRETARY

ALPINE ELECTRONICS OF CANADA, INC.

Located in Markham, requires a secretary to the V.P. / Director of Marketing. The candidate will possess excellent secretarial, administrative and communication skills, including word processing (Multi-Mate and Lotus 1-2-3). Marketing experience would be an asset.

If you are a self-starter, able to meet deadlines in an organized manner, and work independently with matter of a confidential nature please submit your resume to:

Birgit West
Alpine Electronics of Canada, Inc.
605 Alden Road
Markham, Ontario L3R 3L5

JUNIOR ACCOUNTING CLERK

This entry level position will be of interest to individuals who require challenge and variety in their work.

Duties will include: accounts payable, data entry, production of automatic and manual cheques, filing and some typing in a multi-company environment.

Exposure to personal computers. Lotus and word processing would be an asset, however, we will provide training as required.

Please forward your resume stating salary expectations to:

CANSULT GROUP LIMITED
30 CENTURION DRIVE
SUITE 206
MARKHAM, ONTARIO L3R 8B8
Att: CONTROLLER FINANCIAL SERVICES

K-G PACKAGING, a Division of **CCL Industries Inc.**, is recognized as a leading custom manufacturer of aerosol and liquid products. We have career opportunities in the following positions.

DATA ENTRY CLERK

Responsible for keying of billing financial and technical information. Previous experience on mainframe and micro-computer.

QUOTATION CLERK

Good organizational skills and 1 year accounting experience required to maintain costing files. Computer training will be provided.

Located at Keele St., and Hwy. 7, we offer excellent benefits and competitive salaries. Please contact the Human Resources Dept., for an appointment.

669-9855

Economist & Sun

We have an immediate opening for 2 positions:

- **ACCOUNTS PAYABLE CLERK**
- **INVOICING CLERK**

The successful candidates should have some previous experience and a general knowledge of office procedures. We offer excellent company benefits.

Non-smoking office.

For interviews please call
294-2200
Chris Bertram
Office Manager

**BEST JOB FINDERS
IN
MARKHAM**

- **SECRETARY/ADMINISTRATIVE ASSISTANT 17-18K**
This is an exciting creative opportunity for the individual who has 1-2 years secretarial experience. If you are well-organized, enjoy prioritizing and like the idea of working in a team environment then this special secretarial position is for you. Lovely co-workers, excellent benefits and professional atmosphere. An excellent opportunity for growth. Call today. Order #K6001.

- **RECEPTIONIST/TYPIST 18-19K**
If you are an enthusiastic, outgoing professional individual who loves to meet people this is the position for you. This company offers growth for someone with typing, a pleasant phone manner, and a mature friendly attitude. Some order desk experience would be an asset. Top benefits. Order #K6073

- **SHIPPER RECEIVER 17-19K**
Are you a recent high school grad with experience in a warehouse environment. Our client requires a keen, energetic individual to handle their busy shipping and receiving areas. Experience in sales an asset. Lots of scope. Excellent benefits. Order #K6003

- **BOOKKEEPER 22-25K**
Take charge with a progressive company! Your bookkeeping experience coupled with your invoicing and accounting background will make you the ideal candidate. Flexible working hours with a supportive team. Don't miss it! Order #K6076.

- **OFFICE ADMINISTRATOR 19-22K**
A challenging opportunity! Run the show in this fast paced environment. Excellent product in a sales office completing invoices, purchase orders, ledger entries, reception and typing will make your day fly by. Opportunity for growth. Order #K6075.

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



**WHAT ARE YOU DOING
SATURDAY, MARCH 26, 1988???**

OPEN HOUSE

University Students, Retirees, Homemakers, as well as anyone currently seeking a change in employment.

- *Receptionist
- *Secretaries
- *Clerks
- *Assembly Workers
- *General Warehouse
- *Shipper/Receivers (Workboots an asset)

ETC., ETC., ETC., ETC.

Various Permanent, long & short term Temporary Assignments in the Markham/Richmond Hill/Aurora area.

Join Us For A Coffee

9005 Leslie St.
Suite 103
(Hwy. 7 & 404)
10:00 a.m. - 3:00 p.m.

Call Today For Further Information

764-6344

773-4266



Placing
You
First

PERSONNEL

RECEPTIONIST

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

Warden/Steeles area

474-1888 Ext. 31

RECEPTIONIST/TYPIST

Required

For busy INSURANCE BROKERAGE. To learn or expand on insurance knowledge with the view of obtaining Insurance Brokerage Licence for the right person. Computer knowledge an asset.

Please call
Dave or Joan Wilson
477-5000

RECEPTIONIST

Must have excellent telephone manner, good typing skills. Salary commensurate with experience.

Location: Hwy. #7 & Leslie Street.

Ask for
MR. DEITRICH
889-2000

**Receptionist/
Secretary**

For full-time career position with fast growing company. Bookkeeping, typing minimum 35 w.p.m., pleasant telephone manner, willing to learn and grow with company. Enthusiastic, computer A/R an asset. Hwy 404/ Steeles are interested applicants

Please call
Mr. Craig Stevenson
477-5950

**FULL-TIME
RECEPTIONIST**

Required for rapidly growing communications company in Markham. Duties include: typing (45 w.p.m.), filing and answering the telephone. Experience not required but must have a graduation certificate from a secretarial school.

Apply in person
155 Clayton Drive
Unit B
Markham, Ontario
(Birmount & Denison)