

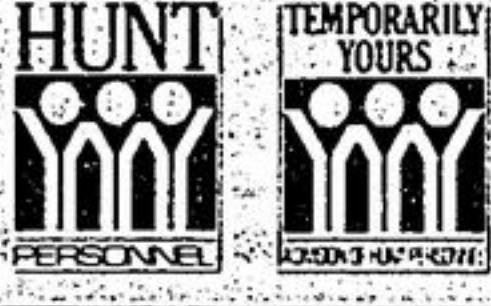
20 years of placing people 

**1988 CAREER OPPORTUNITIES!**

**HUNT PERSONNEL**  
Specializing in Permanent Placements...

- 17-20,000 SALES ASSISTANT**  
—full training in an exciting environment
- 23,000 BILINGUAL CUSTOMER SERVICE REP**  
—Progressive Pharmaceutical firm.
- 18,000 CLERK**  
—Close to Pickering
- 8.00/hr. PERMANENT PART-TIME**  
—Flexible with hours.
- 17,000 JUNIOR SECRETARY**  
—Company moving to Whitby within one year.
- 22,000 SR. TYPIST — WANG OIS SYSTEM.**  
—Professional working environment.
- 19,000 SECRETARY/ADMINISTRATIVE**  
—Reporting to V.P. of CUSTOMER SERVICE.
- 21,000 PERSONNEL**  
—Some recruiting experience required.

**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.**



For more information  
Please Call  
PEGGY OR LINDA  
**477-7557**

**PURCHASING CLERK**

**REQUIRED IMMEDIATELY**  
**TODAY'S BUSINESS PRODUCTS LTD.**

has a position available for the candidate who possesses excellent typing, organization and communication skills, and can work independently. Furniture product knowledge an asset. We offer a full benefit package including flex hours.

Contact C/S Manager  
**292-5155**

**Brownlee Personnel Services**

- **SECRETARY/RECEPTIONIST — \$20,000** — Designer decorated offices reflect our client's professionalism! A well-groomed appearance, good secretarial skills and a sense of humour are important attributes in this glamorous & sometimes hectic world of marketing. W.P. an asset.
- **SECRETARY TO PRESIDENT — \$22,000**. This busy executive needs a capable hardworking individual to perform all his secretarial duties. No dicta/shorthand no bkpg. Word processing skills a definite asset.
- **H.R. SECRETARY — \$20,000** — So you've always wanted to work in personnel? If the following describes you; outgoing, friendly personality, conscientious, organized, happy in a busy environment and a good typist, then call about this position.
- **PERSON FRIDAY — \$19,000** — Perfect position for the flexible person who likes a wide range of duties with the exception of bookkeeping. Reception, cust. service, computer input, typing, fax, makes for a busy & fun job. Non-smoker preferred.
- **W.P. SECRETARY — \$20,000**. If you enjoy word processing, providing secretarial support to the management of this Int'l. co. will challenge you. Bilingual skills (French/English) an advantage. Beautiful offices. Excellent benefits.
- **RECEPT./PERSON FRIDAY — \$17-18,000**. Several exciting new Richmond Hill cos. are looking for people who want to learn & grow with their rapidly expanding businesses. One or two years office exper. required. Computer/W.P. training provided. Some typing needed.

THESE ARE ONLY A FEW OF THE MANY POSITIONS AVAILABLE — CALL FOR MORE DETAILS

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

**RECEPTIONIST +**

Detail oriented person with general office skills, pleasant telephone manner and excellent command of English will enjoy the responsibilities this position demands in the Kennedy Road / Steeles Avenue area of Scarborough.

Previous exposure to property management, real estate and/or construction industries would be an asset.

For interview please call  
**292-0665**

**RECEPTIONIST TYPIST**

Permanent full time. Excellent company benefits and stock program. Woodbine/Hwy. #7 area.

TANDY  
MARKETING CANADA  
NORMA, 477-8985

**RECEPTIONIST/ TYPIST**

Required immediately for small office in Markham.

Experience with Accounts Payable an asset.

Good company benefits.

CALL  
**479-2384**

**Allstate OFFICE CAREER OPPORTUNITIES**

Are you looking for a career in a large and respected company? Allstate has available full time typist, word processor, data processor, and full time and temporary record clerk positions in our Markham Head Office.

Allstate offers an attractive starting salary and a full range of company benefits including Profit Sharing. The successful candidates will have a minimum of 35 wpm typing.

Interested applicants please call:

JERRY SOULLIERE 475-4475  
ALLSTATE INSURANCE COMPANY OF CANADA

**HEAD IN THE RIGHT DIRECTION — CALL DRAKE**

• **JUNIOR BOOKKEEPER - 18K**

Ready for a new challenge? Use your knowledge of accounts receivables and payables as you become involved in all facets of this field. Invoicing, cheque run, matching and batching, and some collection experience are the keys to this great position. Excellent benefits and a real chance to grow. Order #K6102.

SUCCESS IS WAITING!

• **INTERMEDIATE SECRETARY 20K +**

Here is your opportunity to work with a prestigious, dynamic organization. Your organizational skills will be utilized as you arrange meetings, take messages, type reports and correspondence and handle the challenges of a busy office. Join a friendly corporate team and grow with a progressive company. Order #6094.

• **LOOKING FOR EXPERIENCE? 15,500 +**

Your enthusiasm and a little typing are all that is needed to get the office experience you've been looking for. Reception, typing and general office duties will keep you busy with a supportive company. This is only one of several positions available in the Markham area. Order #K6073.

• **ADMINISTRATIVE ASSISTANT 18K +**

Here is a chance to use your pitch-in attitude and grow with a dynamic organization. As a University graduate your skills and ambition will give you the promotable edge. A combination of office activities is involved. Excellent potential and profit sharing. Order #K6078.

• **RECEPTION TYPISTS**

Your search for the ideal position is over. Activities at this growing company include reception, typing, word processing, filing and general office duties. Isn't this what you've been looking for — variety and a team to work with. Beautiful offices, good benefit package and friendly co-workers are added bonuses. Don't hesitate to call. Order #K6078. These are just a few of the many positions available.

NO APPOINTMENT NECESSARY  
CALL DIANNE KEIL or  
KAREN SHARPE at 471-8551  
27 WELLINGTON ST. W. (2nd FLOOR)  
MARKHAM, ONTARIO  
EVENINGS BY APPOINTMENT

**DRAKE PERSONNEL**

**JR. 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 ability, please call:

**FISHER SCIENTIFIC LTD.**  
**479-8700**

**CLERK TYPIST PART TIME**

Do you want to work a few days a week?

We have an opportunity for a person who would like to take over clerk typist responsibilities for 2-3 days per week.

Duties would include photocopying, reception, typing and record keeping.

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

**WOODBINE-14th**

MARKHAM: Major interlocking concrete stone company requires office sales and order desk person. Good sales and tele-marketing manner essential. Training program provided. (Some office experience would be an asset.) For an interview please call:

479-2201  
Mature applicants welcome

Medium sized public library seeking **MLS graduate** for the position of Information Services Librarian. Systems analysis and computer knowledge required. Salary negotiable.

Qualified applicants are invited to apply in writing on or before April 22nd, 1988 to:

Mrs. M. Ferguson  
C.E.O.  
Whitchurch-Stouffville  
Public Library  
65 Main Street West  
Stouffville, Ontario  
L4A 2S4

**PSI CANADA LTD.**  
requires a  
**Part time SECRETARY/ ACCOUNTANT**

Immediate opening for person with P.C. skills and small office accounting. Salary and hours negotiable. Opportunity for full time.

CALL  
**475-3999**

**FILE CLERK**

**REQUIRED IMMEDIATELY**  
**TODAY'S BUSINESS PRODUCTS LTD.**

has a position available for the candidate who possesses excellent typing, organization and communication skills, and can work independently. We offer a full benefit package including flex hours.

Contact C/S Manager  
**292-5155**

**CLERK TYPIST**

Duties include answering phones, filing, invoice processing and general clerical work.

Please send resume in confidence to:

**SUPREME LIGHTING & ELECTRIC SUPPLY LTD.**  
9 Laidlaw Boulevard  
Markham, Ontario L3P 1W5

**ACCOUNTS RECEIVABLE CLERKS**

Due to the growth of our company, we have an immediate opening for 2 Accounts Receivable Clerks.

The successful candidates should have a minimum of one year experience in accounts receivable and telephone collections. Must be assertive, self-starter, and have excellent communicator and organizational skills.

Competitive salary and excellent benefits package. Non-smoking office.

Please send resume and salary requirements to:

Box 4345  
Markham Economist & Sun  
9 Heritage Road,  
Markham, Ontario  
L3P 1M3

**LEGAL SECRETARY**

We require an experienced legal secretary with a broad range of legal experience including Wills and Estates and "Word Perfect" work processing experience. Congenial, modern, well-equipped offices.

Written resume and references please to:

**MINGAY & ASSOCIATES**  
81 Main Street North  
MARKHAM, Ontario L3P 1X7

**MARKHAM/UNIONVILLE**

Growing company requires Full time / Part time Receptionist, job share two days a week, non-smoking environment. Professional telephone manner essential. Will train successful candidate.

CONTACT JAN  
477-0366

**OFFICE ASSISTANT**

A small but fast paced office requires a word processor operator. Knowledge of Multimate word processing software an asset. Salary \$15,000.00 per year.

CALL  
**479-6110**

**'PARKS FOREMAN/WOMAN'**

Applications are now being received for the above position in the Parks and Recreation Department.

**DUTIES:** Reporting to the Manager of Parks Maintenance, responsible for all parks operations within the West Park district. Duties include planning, scheduling, supervision and delegation of work, safety and training programs, and accountability for all park operations.

**QUALIFICATIONS:** Diploma in Horticultural Landscaping preferred, and several years experience in a horticulture /landscaping-related field; demonstrated effective supervisory skills; pesticide licence Class 01 and 03; valid Class G, driver's licence; knowledge and practical experience of parks operations and related trades.

**SALARY:** \$32,316 - \$38,040 per annum (under review) Grade X

Please apply on or before April 13, 1988 to:

DEPARTMENT OF HUMAN RESOURCES

**MARKHAM**

8911 Woodbine Avenue  
Markham, Ontario  
L3R 1A1



Due to increase in volume of business, we require additional

**PART-TIME RECEPTIONISTS**

for afternoons, evenings and weekends. Must be able to handle "BUSY" phones and some typing.

Please call  
**VALERIE VOGAN 471-6600**

Re/MAX MARKVILLE REALTY LTD. RLTR.  
144 MAIN ST. N.  
(Markham Village Lanes)  
MARKHAM



**RECEPTIONIST**

Evenings  
Part Time

Must have good typing and pleasant telephone manner.

Please call  
**294-1372**  
NORMA CURRIE