

### MEDICAL EQUIPMENT SERVICE TECHNICIAN

Expanding medical equipment distributor requires recent high or technical school graduate for junior position in service department. Applicant must have good technical ability, neat appearance with bright personality. Position may involve some future travelling. The successful applicant will be trained in the service of anaesthesia and respiratory products.

WOODBINE/STEELES  
**475-0401**

### COMPUTER COMPANY

**SALARY \$15,000.00**

- No experience necessary, will train responsible person.
- Accounting, clerical, secretarial type work.

Call Jim **477-4854**

### Brownlee Personnel Services

- **EXECUTIVE RECEPTIONIST** — \$20,000 Prestigious Marketing/Promotion Co. seeks professional well-groomed individual who enjoys switchboard, greeting visitors, typing (will train on W.P.). Beautiful offices, Hwy. 77 Woodbine area.
- **ADMIN. SECRETARY** — This career opportunity will appeal to the person with excellent typing skills who either has or would like to learn W.P. (perhaps even Desk Top Publishing). As Admin. Secretary, you will work directly with the President, V.P. & Management. Get your career moving with this challenging position.
- **MATERNITY LEAVE** — Leading pharmaceutical co. needs a qualified W.P. Secretary for their Director of Sales & Marketing. Could lead into a permanent position. 5 mth. assignment. Top hour rate.
- **ADMIN. CLK.** — \$22,000. — Highly respected Markham co. requires an organized & energetic individual with excellent typing (w.p./computer helpful) and a math aptitude. A fast-paced environment with a hardworking but fun-loving group of people.
- **CUSTOMER SERVICE** — As part of the Customer Service team, your responsibilities include; order desk, order processing, computer input, etc. Bilingual Skills (English/French) a definite asset. Salary Neg.
- **MAKE IT HAPPEN!** — Circulation dept. of Markham Publishing co. requires a bright energetic person with the potential to become a first-rate Cust. Service Rep. Learn the ins and outs of Circulation as well as act as a relief Cust. Service Rep. Some Typing needed. Computer exper. helpful salary to \$19,000.

THESE ARE ONLY A FEW OF THE MANY JOBS AVAILABLE  
EVENING APPTS. ARRANGED.

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

### Accounts Receivable Clerk

A.R.T. with its revolutionary new patented process, is establishing new standards in the fine art reproduction business. Due to internal promotion, we have an opening in our accounting department. Applicants must have 1-2 years accounts receivable experience within a micro or mini computerized environment. Responsibilities will include preparation of cash receipts and bank deposits, reconciliation of bank statements, customer credit and collection, preparation of journal entries, maintaining computer master file and assisting in other areas of accounting as required.

If you are looking for a change to an exciting high growth environment with lots of opportunity for personal growth, development and challenge, please call 492-2815, or submit resume in complete confidence to: A.R.T. Inc., 7100 Warden Ave., Unit 5, Markham, Ontario L3R 5M7.

### CAREER MOVE

Our well-known Markham client currently requires an executive secretary with shorthand and top notch administrative secretarial skills. Must be fluent in German. Excellent salary and benefits. Don't hesitate! Please call Sue at 764-6344.

### RECEPTIONIST/TYPIST

9:00 am to 4:00 pm  
Monday to Friday  
\$8.50 per hour

475-7717  
Between 9:00 am - 4:00 pm

requires  
Full time secretary. Must have pleasant personality, type 50 w.p.m. 3 years experience and enjoy dealing with people.  
Please call  
**Kathy Clulow  
640-2082**

### PART TIME RECEPTIONIST

Required by busy Real Estate office to work one evening and Saturdays.  
If you have a pleasant personality, type 50 w.p.m. and enjoy dealing with people.  
Please contact  
**ANN LEPIK  
477-1270**

### TEMP TO PERM POSITION

**BILINGUAL DISPATCHER** required immediately in Markham area. First come, first served.  
Call  
**Angie Blomson  
593-0761**

ADELAIDE GROUP  
230 Adelaide St. W.  
Toronto, Ont. M5V 1P6

Established law firm requires  
**FULL-TIME ESTATE SECRETARY**  
Successful applicant will have had experience in all aspects of estate administration. Contact:  
Mr. R.W. Sedore or Debbie Owens  
as soon as possible  
**BAILEY AND SEDORE**  
Box 1030  
Uxbridge, Ont. L0C 1K0  
852-3363

### RECEPTIONIST/TYPIST

Required immediately for small office in Markham.  
Experience with Accounts Payable an asset.  
Good company benefits.

CALL  
**479-2384**

### RECEPTIONIST/TYPIST

Full time in the heart of Unionville.  
• Excellent telephone manner.  
• 50 w.p.m.  
• Self motivated

479-5263

### SECRETARY WANTED

Insurance agent needs a dependable person with good basic secretarial skills. Part time, 9:00 a.m. - 1:00 p.m., Monday - Friday.  
Knowledge of the insurance business helpful but not required.

Contact  
**Bill Cresswell  
294-1562**  
"An equal opportunity employer"

### SECRETARY

We require in the Markham area a bright, courteous and capable individual to be responsible for secretarial, clerical and general office duties. We are willing to train. Busy non-smoking environment.  
Call for an appointment:  
**475-6051**

### SALES ADMINISTRATOR

Telecommunication company requires Sales Administrator. Will assist and report to Sales Manager.  
Duties include: processing orders, telephone sales and general secretarial functions.  
Steeles & Warden area.  
Please call  
**DAN WONAK  
475-1693**

### PERSON FRIDAY

An experienced receptionist for afternoons, 1 p.m. - 5 p.m. Will also be trained to assume responsibilities of account receivable and collections in morning.  
CALL  
**475-6850**

### RECEPTIONIST FULL TIME REQUIRED

For busy Markham office. Some computer knowledge an asset.  
Ask for Barb  
Monday to Friday  
**470-0577**

### Receptionist

Immediate position available with National Record distributor located in Woodbine-Steeles area.  
Typing is a must. Good command of the English language is essential.  
Call Jane,  
**470-2666**

20 years of placing people

### GRADUATES

#### LOOKING FOR YOUR FIRST JOB?

We have several openings in Markham/North Scarborough for bright, eager juniors in financially secure companies with career opportunities, growth potential, excellent benefits in warm, friendly environments.

Some Examples:

- 17,000 JUNIOR SECRETARY** — Moving to Whitby within 1 year
- 16-18,000 BILINGUAL ORDER DESK** — Fabulous working atmosphere
- 17,000 CLERICAL** — Assisting maintenance
- 17,000 SALES ASSISTANT** — Full training provided
- 19,000 RECEPTIONIST/SECRETARY** — Accurate typing skills
- 16-18,000 DATA ENTRY** — Car an asset
- 20,000 CREDIT & COLLECTIONS** — Growth potential

**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**

### BEST JOB FINDERS IN MARKHAM

- **RECEPTIONIST/TYPIST 17-18K**  
Are you a people person? If so this is the career move you've been waiting for. This modern office needs someone with excellent communication skills and a flair for dealing with people. Typing and a pleasant phone manner are the tools you will need in this position. Friendly working environment. Don't hesitate, call today. Order #K6073.
- **INVENTORY CONTROL CLERK 18-20K**  
Your days will go by quickly as you take on this challenging opportunity with an exciting industry. Your computerized inventory experience and accounting background will let you take charge of the situation. Super co-workers, and a professional atmosphere, together with top benefits and growth potential make this an opportunity you won't want to miss. Order #K6103.
- **PURCHASING ASSISTANT 25-28K**  
Use your aggressive personality in a high pressure purchasing environment. Knowledge of hardware and electrical components an asset. Your P.M.A. knowledge and familiarity with computers would be helpful with this company. Fridays off at 1:30 p.m. Don't miss it! Order #K6009.
- **RECEPTIONWORD PROCESSOR 20K**  
Attractive offices with a gracious marketing company. Your charming reception skills combined with your word processing experience are all that is needed with this sophisticated company. Here is an excellent opportunity to work with a team of professionals. Order #K6094.
- **ACCOUNTS PAYABLE 18-19K**  
Do you like working with figures in a computerized atmosphere? This modern distribution company will keep your mind active as you work in a harmonious accounting department. Excellent benefits and working conditions. Order #K6009.
- **ADMINISTRATIVE ASSISTANT 17-19K**  
This is an exciting, creative opportunity for a recent graduate 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 position is for you. Be part of a team environment. Top benefit and growth potential. 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

### ACCOUNTING ASSISTANT

Woodbine-Hwy. 7  
Computerized Insurance Brokerage requires an Accounting Assistant.  
If you are a mature, well organized individual, we offer an excellent salary, full benefits and a pleasant smoke free working environment.  
Previous computer and accounting experience an asset.  
Please call Barb Bowman,  
**479-6670**  
Cosburn, Griffiths & Brandham  
Insurance Brokers,  
1 Valleywood Dr., Markham

### 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

### ACCOUNTANT

A Newmarket manufacturer of approximately \$35 million annual sales requires an Accountant to maintain a complete set of books in a computerized micro environment.  
Other duties will include preparation of various monthly financial reports for our parent head office, accounts receivable and supervision of the accounts payable function.  
Applicants should be a finalist or recent graduate of a CGA or CMA program with 3-5 years related experience. We offer an excellent benefits package and a salary to commensurate with experience.  
A complete resume and salary expectations should be submitted to:  
P.O. BOX 357  
**NEWMARKET, ONTARIO L3Y 4X7**  
Attn: Controller

### DATA ENTRY/ INVENTORY CONTROL CLERK

required  
For an appointment  
CALL  
**294-3700**

OFFICE for rent or professional mailing address on Main Street, Unionville. Boardroom available and full secretarial services. Inquiries: 479-5263.

### Busy Real Estate Office needs PART TIME RECEPTIONIST

for evenings  
Monday - Thursday  
4:30 pm - 9 pm  
Good phone manner and typing skills required.

Call Lois  
**477-2533**

### ACCOUNTS PAYABLE

Real Estate developer requires an A/P Clerk with multi-company experience. Computer experience an asset. Stouffville.  
**640-7361**

### ENTRY LEVEL \$15K Telemarketing Position

Full time position. Excellent telephone manner an asset. Must enjoy people contact. Some work experience required.  
Warden/Steeles are.  
Call SANDI  
**477-1188**

### PAYROLL CLERKS

Atlantic Packaging Products Ltd. is a progressive and rapidly growing manufacturer of a wide range of packaging materials and consumer products. We currently have opportunities for two knowledgeable payroll clerks.  
Your duties will include checking time cards, preparing bank inputs, checking bank outputs, producing cost reports, and other general office duties.  
Your background includes three to five years of payroll experience combined with at least Grade 12 education. In exchange, we offer an excellent compensation package, stability, and professional development.  
Please call us at 298-4164 or drop your resume into the mail!  
Recruiter  
111 Progress Avenue,  
Scarborough, Ont. M1P 2T9

### ACCOUNT PAYABLE CLERK

Part time  
9:00 am - 1:00 pm daily  
STEELES/WARDEN AREA  
**475-8232**