

Office Help

PharmaCommunications

A local marketing and advertising firm requires the services of a:

BILINGUAL RECEPTIONIST

This position is in the Highway 48 & 7 area.

For further information, please call

Judi McIntyre at 471-1289

* This is a non-smoking office *

WOODBINE/STEELES

CLERK TYPIST

required

By non smoking office. Good telephone manner. Miscellaneous office duties.

Call Mrs. C. Zappulla

475-1661

MATURE EXECUTIVE RECEPTIONIST

You've been offered other positions but you enjoy the receptionist role. You thrive on people contact and creating an atmosphere, an ambience in your own reception area.

Your past experience will allow you to work independently and perform numerous tasks simultaneously. The successful applicant must be an effective organizer.

You will find this rapidly growing firm is truly committed and caring towards their employees.

Apply if you have a strong telephone manner and 50 w.p.m.

Send resume to
Box 4349

Markham Economist and Sun
9 Heritage Road
Markham, Ontario L3P 1M3

CLERICAL

We have an opening for a junior clerk. Applicant must be good with figures and have some typing and reception skills. Hours are flexible, 3-4 days per week.

CALL CHRIS
474-1605

CLERK TYPIST

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

SUPREME LIGHTING &
ELECTRIC SUPPLY LTD.

CALL 477-3113

**DYNAMIC SHOW
PRODUCTION COMPANY
requires
SECRETARY**

Permanent part time with flexible hours. Mature person with good typing skills and excellent telephone manner. Word processing an asset.

Contact Lynda Porter
CANADIAN TEL-A-VIEWS
477-2677

JUNIOR SECRETARY

Markham computer company requires a bright, enthusiastic person with a pleasant telephone manner to work in a busy Sales Department. Word perfect or Lotus experience helpful.

CALL
MRS. MATHARU 494-1719

**JUNIOR OFFICE
POSITION AVAILABLE**

Variety of duties including: reception, typing, filing, order entry, etc. Other assets: computer and word processing experience would be a help.

We are located Hwy. 7 & 404 area.

For further information please contact
DEBBIE HARTFORD
889-1933

K-G Packaging, a Division of CCL Industries Inc., is recognized as a leading custom manufacturer of aerosol and liquid products. We have an immediate opening for a bright, mature, self-starter to assume the responsibilities of an:

INVOICING CLERK

In addition to the accurate and timely billing process, the individual will investigate and process credit notes and reconcile daily shipments to invoices.

Candidates must have previous billing or accounting experience and excellent communications skills.

Please contact the Human Resources Department for an appointment.

669-9855

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

HELP!

If you are a professional Receptionist/Secretary with excellent typing, word processing and communication skills, and a sense of humor, we'd like to meet you!

We are a marketing and communications company situated in Markham at Hwy. #7 and 404. Beautiful offices.

Please call Michele at
475-2900

MARKHAM...TEMP

All we need is You!

We have immediate openings for:

- RECEPTIONISTS
- CLERKS
- SECRETARIES
- TYPISTS

We offer:
—\$25.00 bonus with first cheque
—Free skill improvement
—Friday pay
—Statutory Holiday Pay
Great rates

MARKHAM
201 - 7030 Woodbine Ave.
(at Steeles)
Call Avery
(416) 470-0270



PAYROLL CLERKS

1 Permanent Position
1 Temp (until approx. Oct/88)

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 2Y9

ACCOUNTS RECEIVABLE CLERK

Position available for an energetic, self-motivated individual. Duties to include collections and related accounts receivable. Selected candidate must have related job experience and an excellent phone manner. Salary commensurate with experience. Please send resume and salary expectation to:

Ellen Gingras, Office Manager

The Mirror

10 Tempo Avenue,
Willowdale, Ont. M2H 2N8
493-4400, ext. 490

PLANT SECRETARY

Atlantic Packaging Products Ltd., a progressive and rapidly-growing manufacturer of consumer and industrial products, currently has a need for a secretary.

We are looking for an assertive individual who is good with figures, types (55 wpm), and is able to work independently.

Your duties will include preparing statistical reports, correspondence, answering phones, and checking time cards.

We offer an excellent salary plus a full range of company paid benefits. We are easily accessed by either the T.T.C. or the Scarborough Rapid Transit Train. Please call or send us a resume!

Personnel Department
111 Progress Avenue
Scarborough, M1P 2Y9
298-4166 or 298-4164

RECEPTIONIST/ORDER DESK

Shadex Corp., a leading window covering manufacturer located in Markham has an immediate opening for a receptionist/order desk person. We offer competitive starting salary.

Call immediately for confidential interview and ask for Frank.
475-8235

RECEPTIONIST/ TYPIST

Required with experience, typing and reception with added duties such as order desk, shipping, invoicing, and other office duties. Markham area.

CALL
475-0505

RECEPTIONIST/ TYPIST
required

For Printing Firm
Hwy 404 & Hwy 7
Call
for interview
291-9175

RECEPTIONIST/ TYPIST

Required by computer firm to handle reception area and general office duties. Pleasant telephone manner a must. Knowledge of word processing an asset. Excellent benefits and friendly working environment.

For appointment call
475-6750

TYPIST/RECEPTIONIST

Small, friendly office requires an excellent typist with a good telephone manner. Benefit package. Car a necessity.

Call Kay between 12 - 3 p.m.
477-8183

SECRETARY

Required for Markham office.

Responsibilities include: answering phones, customer inquiries; all invoicing, accounts receivable / payable, and other general office duties.

CALL 474-0061
or 294-0521



**SCOTIA BANK
Requires A**

**PART TIME
TELLER**

Monday-Friday
ONLY

Inquiries to
KEN WALTON
475-6400
7321 Woodbine Ave.

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

PERMANENT PART-TIME

Warden/#7 — Organized person required for small advertising firm Mon-Fri 9 a.m.-1 p.m. Duties include answering phones, typing and word processing. Must be able to work under pressure. Car required. Non-smoker. Call after 10 a.m.
477-9191

**PERSON
FRIDAY**

Knowledge of IBM 36 helpful. Will train. Own transportation required.

CAROLYN
475-9750

**CONSTRUCTION
SITE CLERK**

Required in Richmond Hill. Office construction knowledge an asset. Car necessary. Start immediately. Hours 8-4. Salary 20K.

Call NORMA
or MARY
298-9366

Sales Help & Agents

BALLY SHOES

Has an immediate opening for
FULL or PART TIME SALES PEOPLE
at our

SHOPS ON STEELES & 404 LOCATION

We offer a good starting salary, growth potential and excellent company benefits.

Please contact
MR. J. MARASIGAN
881-1181

SALESPERSON

Male/Female

For expanding Cellular Phone business in Markham area.

CALL
294-6492



ARMOUR REAL ESTATE INC.

**FULL TIME
SWITCHBOARD/
MESSAGE CENTRE**

Monday to Friday

**PART TIME
SWITCHBOARD/
MESSAGE CENTRE**

Weekends

Varied hours

If you can handle a busy telephone system and have good typing skills...

Call us for an appointment.
Soon locating to a new office building.

CALL DAVID COOK
294-2533

**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

**JUNIOR
RECEPTIONIST/
SECRETARY**

Needed for small insurance brokerage in Markham. Typing skills and pleasant telephone manner required. Office skills and interest in insurance an asset.

Please call
471-4777

**OFFICE CLERK
THORNHILL AREA**

A reputable kitchen cabinet manufacturer has an opening for an enthusiastic individual to perform clerical duties.

Competitive salary and benefits. If interested, please call:

889-6243

BOOKKEEPER

Trucking firm in Markham requires a full time bookkeeper. Computerized system. Experience in Bedford and Lotus 1-2-3 an asset.

PHONE
475-6777

**EXPERIENCED
SALES HELP**

Required for a fine men's clothing boutique. Must be able to work evenings and weekends.

Apply in person at
LAZZ CASUALS
139 Main Street
Unionville
Planning Mill