

Office Help

## Microbits



As a result of continuous growth, Microbits a successful direct marketer of microcomputer supplies, media accessories, audio and video training materials, has 2 positions available for:

### • CUSTOMER SERVICE REPRESENTATIVES

One must be bilingual (fluent in French and English) and have some knowledge of microcomputer products. Excellent communication skills needed. Keyboard efficiency 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.

## RECEPTIONIST/ PERSON FRIDAY

We are an exclusive Canadian distributor of computer hardware seeking an experienced Receptionist/Person Friday.

A pleasant telephone manner, willingness to learn, and knowledge of record keeping as well as general office functions is a must.

We offer an attractive salary and benefit package. If you are looking for a professional environment and room for growth please call: Sharon Arkell to arrange an interview.

**499-3506**

Company located in Markham requires the following clerical staff.

### • ACCOUNTS PAYABLE CLERK (17K)

Responsible, reliable individual to handle all the aspects of a computerized accounts payable system. Successful candidate would also be assigned other general office duties.

### • CLERK TYPIST/RECEPTIONIST (16K)

This position requires a pleasant telephone manner and accurate typing. Duties would include: typing, relief switchboard, handling incoming and outgoing mail and other general office duties.

Interested applicants please call:

Michael Vella  
The Controller  
293-6400

### OFFICE CLERK

THORNHILL AREA

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

PHONE  
**889-6243**  
for appointment

### ORDER ENTRY

Health food distributor in Markham requires order entry person for System 34. Experience an asset, but will train. Salary commensurate with experience and good company benefits.

Call  
JUDY WILLIAMS  
475-6836  
for an appointment

### RECEPTIONIST/ TYPIST

For fast growing Fastener distributor.

Hwy. 7-Leslie area.  
222-3415

### RECEPTION/ OFFICE

Person required for part time, Tuesday to Friday, evenings and Saturdays. Steeles/Woodbine area.

**477-9966**

### Now's the time ...

to make that career change! Several of our clients require additional staff to round out "their team". Listed below are just a few of the positions currently available:

**15K Scheduling Clerk**  
If you are detail-oriented and work comfortably around machinery, we'd like to talk to you. You will be required to work in a plant environment during the day; no shift work required!

**\$17-18K Receptionist +**  
If you enjoy being up-front and having lots of client contact, this position is for you! Some office experience necessary but will train on WP. Extremely congenial atmosphere exists, so don't pass this one up.

**\$19-21K Marketing Secretary**  
Well-known "head office" requires a definite team player for their Marketing Department. Good secretarial and people skills are a must. Great benefits.

**\$21-23K Personal Executive Secretary**  
Here's your chance to be in total control, work under pressure and keep the General Manager right on track. Lotus 1-2-3 and WordPerfect a definite asset.

**Temp Temp Temp**  
Positions always available for Typists, Receptionists and Clerks. Various rates depending on experience.

Call today for further information. Evening appointments are also available on request.

764-6344  
or  
773-4266



### ACCOUNTS RECEIVABLE CLERK/TYPIST

Gormley area

Please call  
ROBERT DONAGHEY  
887-1802

### MAIL CLERK/TYPIST

For Markham area. Entry level position. Will train.  
Ms. Kernen 479-8378

## Brownlee Personnel Services

- **GOLDEN OPPORTUNITIES** — Due to recent promotions, two challenging Customer Service positions are being offered by this large international company with beautiful new headquarters in Markham. To qualify you need: a pleasant telephone manner, detail-mindedness and an ability to work in a fast-paced environment. Computer experience helpful. One position requires bilingual (French/English) skills — the other English only.
  - **RECEPTIONIST** — You will be appreciated by this company — they value the importance of an efficient & friendly Switchboard/Receptionist. You're the "first" impression that a caller or visitor has of their company. For this reason, our client is looking for a "special" individual who will enjoy their designer decorated offices and a lot of people contact.
  - **RECEPTIONIST/TYPIST** — \$20,000. This well-known company (over 250 employees) needs a capable Switchboard/Receptionist with good typing skills. An interesting & varied position. Good advancement potential.
  - **ADMINISTRATIVE ASSISTANT TO PRESIDENT** — \$20,000. The president of this young progressive company requires a bright, well-organized Secretary who wants more than straight secretarial duties. As his assistant, you will be assigned special projects, coordination responsibilities, etc.
  - **SALES** — use this SHIPPER/RECEIVER position (no heavy lifting) as a means of learning this company's business before moving into Sales. Ideal opportunity for bright promotable fellow with sales ambition. Computer related industry.
  - **TEMPORARY POSITIONS** — Many of our clients are requesting short & long term temporary staff. Call and inquire about these as well as contract positions.
- EXPERIENCE OUR PROFESSIONAL & PERSONALIZED SERVICE  
CALL FOR AN APPOINTMENT TODAY**

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

### still growing...still caring

### SUPERVISOR, PATIENT ACCOUNTS

York Central is a 316 bed community hospital with a mandate for expansion.

Our Financial Services Department is currently seeking a new team member to assume responsibility for accounts receivable and collection functions. Candidates will possess proven experience in receivables, knowledge of collections, post-secondary courses in accounting and strong communication skills. Previous supervisory experience would be helpful.

Interested candidates may forward resumes, stating salary expectations to:



HUMAN RESOURCES  
10 TRENCH STREET, RICHMOND HILL, ONTARIO L4C 4Z3

An Equal Opportunity Employer

### york central hospital

20 years of placing people



### PERM. PART TIME \$9-\$10/HR.

KENNEDY/STEELES. Not one but two positions have become available for personable individuals with some typing and clerical abilities. One position is 2 full days per week, the other 1 1/2 days per week.

They won't be available too long, so CALL NOW!



DEBBIE OR DIANA  
477-7557

### ACCOUNTS PAYABLE CLERK

## Count On Lots Of Variety And Responsibility...

...because that's what this position is about. You'll find yourself involved with reviewing corporate invoices for material duty and brokerage; processing all manual corporate payments; handling daily balancing; completing cashier lots and data entry of lots for corporate payments; separating and distributing balanced and edited corporate lots for cheque matching...and more.

Our Accounts Payable Department is looking for someone with 1-2 years' related experience and who is well organized and able to meet deadlines, under pressure if need be. Computer experience, preferably on an IBM, is essential.

Cyanamid is a distinguished manufacturer/distributor of medical, consumer, agricultural and chemical products. We believe in giving you room to grow, encouragement to extend your job and we provide a congenial, supportive environment. Interested applicants are invited to send their resume to: Cindy Dachuk, Head Office Personnel, Cyanamid Canada Inc., 88 McNabb Street, Markham, Ontario L3R 6E6



### RECEPTIONIST/ TYPIST

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

**292-6927**

### RECEPTIONIST/ TYPIST required

For Printing Firm  
Hwy 404 & Hwy 7

Call  
for interview  
291-9175

### 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 with pleasant telephone manner, experience preferred.

CALL  
475-3550

## CAREER SUCCESS STARTS AT DRAKE

### • PERSON FRIDAY 19.5-20K

Open to suggestions! This untraditional company offers a positive, busy working environment. Activities include: general office duties, co-ordinating activities, word processing and a pitch-in attitude. Join a supportive team. Order #K6114.

### • RECEPTIONIST/SECRETARY 15-17K

Variety plus! If you like to be busy and appreciated, then this industrious company will meet your needs. A combination of word processing, data entry, and general office duties will make your day complete. Excellent benefits in a place with potential. Order #K6109.

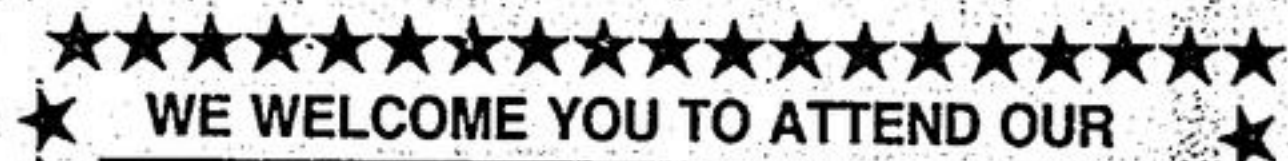
### • ACCOUNTS PAYABLE CLERK 19K

Do you have a flair for figures? Do you have hands-on computer or costing experience. Then read on. We have several openings in the accounting field ranging from junior to intermediate positions. Your day will fly by as you perform accounts receivables and payable or costing function, while utilizing your computer skills. In return, our clients offer congenial work environments. Excellent benefits and flexible hours. Let Drake figure out which job will suit you. Order #K6040.

### • INVENTORY CONTROL CLERK 18-20K

Challenging opportunity in a busy environment. Here's a chance to let your computerized inventory experience and accounting background let you take charge of the situation. Exposure to retail trade and Lotus 1-2-3 an asset. 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.

CALL DIANNE KEIL or  
KAREN SHARPE at 471-8551  
27 WELLINGTON ST. W. (2nd FLOOR)  
MARKHAM, ONTARIO  
EVENINGS BY APPOINTMENT



WE WELCOME YOU TO ATTEND OUR

## OPEN HOUSE

DROP BY AND JOIN US FOR COFFEE  
THURSDAY APRIL 21st, 1988  
3:00 p.m. - 8:00 p.m.

- Thinking about re-entering the workforce?
- Looking for a fresh start?
- New graduates welcome.

### DISCOVER THE DRAKE DIFFERENCE

Looking forward to seeing you there.  
Dianne Keil and Karen Sharpe



## DRAKE PERSONNEL



Miller Paving Limited  
505 Miller Avenue,  
Markham, Ontario

Miller Paving Ltd., a leader in the construction and maintenance of roads and highways has immediate openings in the following positions:

**Data Entry Clerk** — for input of invoices and time sheets. Must have a basic knowledge of accounting procedures.

**Accounts Payable Clerk** — to match packing slips with purchase orders, batching and data entry. Previous A/P experience required. For further information, please call the Human Resources Department at:

475-6660

20 years of placing people



### VARIETY PLUS to \$20,000

Why spread your day out doing odd jobs when your day could fly quickly doing a variety of duties. We have 25 positions available right now at super companies, large and small, that will spice up your career. All locations are NORTH SCARBOROUGH and MARKHAM AREAS.

Call today — start tomorrow!



For more information call  
DIANNA OR PEGGY  
477-7557

### 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

### RECEPTIONIST/ TYPIST

Junior position available for general office duties. Woodbine/Steeles.

475-6900

An import & food company requires:

### ACCOUNTS RECEIVABLE CLERK

With minimum 3 years experience.

Send resume to the attention of:  
The Controller  
c/o Shah Trading Co. Ltd.  
3451 McNicoll Ave.  
Scarborough  
M1V 2V3

CLERICAL help to assist bookkeeper in small private company. 1-2 days/week. Flexible hours. Basic typing skills. Wooten / Fincham. \$7.00/hour.

471-4413