

Brownlee Personnel Services

- **ESTATE SECRETARY 25K** — Legal firm located in Uxbridge (30 mins. north of Markham) requires a capable individual with good people & organizational skills. Since the secretaries in this firm are specialists you will work independently handling all aspects of the estate files.
- **W.P. SECRETARY 20K** — Professional environment, congenial people & an interesting and varied position can be yours, if you possess good secretarial skills (Wordperfect, W.P. a definite asset). Good growth potential.
- **DATA ENTRY 17K** — Growing financial services needs an insur. processing clk. capable of handling customer service & data entry. Computer training provided. Excellent advancement opportunities.
- **JR. ADMIN. ASST. 18K** — This person will provide administrative support to manager, sr. consultant & president. Assist with booking & preparation of workshops, confirming clients attendance, answering client inquiries, etc. Excellent telephone manner & some secretarial/computer exper. helpful.
- **RECEPT/TYPIST 17K** — Midland/Eilemere. Join the winning team of this dynamic co. Pleasant telephone manner & typing skills are the only attributes needed.
- **INSIDE SALES** — \$24,000 base + commission. Believe it or not — this computer co's inside sales reps. made no less than \$30,000 & as much as \$115,000 annual income in '87. No computer exper. necessary — training provided. All that is needed is assertiveness and the ability to tele-market.

CALL ABOUT THESE AND THE MANY OTHER JOB OPPORTUNITIES AVAILABLE.

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

JUNIOR CLERICAL ASSISTANT

A vacancy exists for a pleasant individual to work in a consulting firm in the Buttonville area.

Duties will include data entry, filing and switchboard relief.

Applicants should have a minimum of Grade 12 with a willingness to learn. No experience necessary but a high school accounting course would be an asset.

Please phone Mrs. Ankers
477-8400

between 10 am and 4 pm for appointment



STANDARD TRUST TELLER

Standard Trust requires a Teller for its Markham branch. Previous tellering experience preferred.

Must possess a sparkling, outgoing personality. Salary commensurate with experience.

TO ARRANGE FOR AN INTERVIEW CONTACT MR. NICK BOURIKAS.

294-6865

Or forward your resume to
STANDARD TRUST COMPANY
39 Main Street North
P.O. Box 539
Markham, Ontario L3P 1X3
Att: Mr. N. Bourikas

FAX/FILE CLERK

A company located near Hwy. 7 and Woodbine Avenue, requires a person for faxing, filing and miscellaneous office duties.

This person must be conscientious, organized and hard working. No previous experience necessary.

If interested please call
MS. CHERYL MOONEY
for appointment
475-8500

SECRETARY

Wanted for construction site office in Markham. Projecting commencing immediately (expected to last 2 years). Must be fully experienced, self-motivated, reliable and highly organized to run this busy office.

Send brief resume and expected salary to:

Box 4356
Economist & Sun
9 Heritage Road
Markham, Ontario L3P 1M3

ACCOUNTS RECEIVABLE CLERK/TYPIST

Gormley area

Please call
ROBERT DONAGHEY
887-1802

TELEX/ FILE CLERK

To do Telexing, filing and mail duties, as well as some switchboard relief.

Contact: Cheryl Madill
661-2351 Ext. 47

Domtar Inc. is a resource-based, multi-business Canadian corporation engaged in the manufacture and sale of pulp and paper products, packaging, construction materials and chemicals, primarily in Canada and the United States.

Domtar is an equal opportunity employer.

DOMTAR

Naturally resourceful.



**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



COMPUTER OPERATOR

An immediate opening exists at our Markham Head Office for a part-time computer operator.

The applicant must be mature and reliable. He/She must also be willing to work nights and on the weekends.

Reply in confidence to:

Family Trust Corporation
8 Wellington St. W.
Markham, Ontario
L3P 1A2

Attention +
Mrs. Carol Orr
Personnel Manager

20 years of placing people



CUSTOMER SERVICE MARKETING RECEPTIONIST/CLERICAL ADMINISTRATIVE SECRETARIAL

To \$22,000

*STRONG PEOPLE SKILLS
*FLEXIBLE AND ORGANIZED
*NORTH EAST LOCATIONS

We are looking for outgoing people in the North Scarborough and Markham areas to fill these very interesting positions available. Computer and word processing knowledge are assets but not necessary, call for more information.



For more information call
DIANNA OR PEGGY
477-7557

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

OLIVETTI CANADA LIMITED

Is one of the fastest growing Olivetti subsidiaries and has had an exceptional market share growth in all fields: With 850 employees and 21 branches we have doubled our revenues in the last 2 years. Our growth has created opportunities in a variety of job areas including:

SECRETARIAL
CLERICAL
ACCOUNTING
INVENTORY CONTROL

If you have proven skills in any of these areas and are interested in furthering your career with an industry leader then submit your resume to:

Michele Murgel
Olivetti Canada Ltd
3190 Steeles Ave. East
Markham, Ontario L3R 1G9
477-8250 Ext. 275

Allstate OFFICE CAREER OPPORTUNITIES

Are you looking for a career in a large and respected company? Allstate has available full time dicta 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:

KEN ROUGHTON 475-4571
ALLSTATE INSURANCE COMPANY OF CANADA

CUSTOMER SERVICES — For publishing firm. A people oriented person with an eye for detail is needed for this interesting position. Our client is willing to train a bright individual with some office experience.
STAFFING ASSISTANT — This well known Don Mills firm needs your experience in recruiting, testing, placing of ads and handling of special reports.
PAYROLL CLERK — International firm needs an experienced person to work closely with their personnel and management team.
WORD PROCESSING SECRETARY — for busy marketing dept. This international firm needs an organized person for their sales team.

ANNA REINHARDT & ASSOCIATES
494-3376

COSTING/DATA ENTRY CLERK

Medium sized, highly successful Printing company requires a capable Junior for its Accounting Department. Primary duty will be to enter job costing data into an I.B.M. PC. Future duties to include general accounting assistance. This position requires a well organized individual with good typing skills and an aptitude for figures.

Along with a competitive compensation package, we offer the successful candidate the opportunity to grow with a progressive organization.

Replies should be in writing and addressed to:

MANAGER, ACCOUNTING
J.H.F. PRODUCTIONS CANADA LTD.
290 Ferrier Street
Markham, Ontario L3P 2Z5

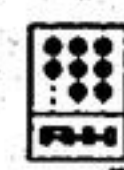
ACCOUNTING OPPORTUNITIES

- BOOKKEEPER** \$20,000
Why travel downtown? Multi-faceted distributor provides a congenial environment in Markham. Responsibilities include A/R, A/P and ability to trial balance. Excellent growth potential.
- PROJECT ACCOUNTANT** \$20-25,000
Major land developer in Don Mills needs your skills to trial balance for specific sites. Interesting opportunity to trouble shoot with the trades.
- ACCOUNTS PAYABLE** \$18,000
Looking for advancement? Large food brokerage firm in Markham is anxious to put your computer experience to work for you. Be part of a winning team. Call today!
- CREDIT SUPERVISOR** \$22,500
Your experience in receivables and collections will win you this position with a large import company in Richmond Hill. Good opportunity for advancement.

To explore these and other outstanding career opportunities.

CALL US TODAY

SCARBOROUGH: 55 Town Centre Court, 296-1880
MISSISSAUGA: 33 City Centre Drive, 273-6524
TORONTO: 110 Eglinton Avenue East, 482-1012



ROBERT HALF
accounting, financial and edp recruiting specialists

Free: Ask for
"How To Write a Resume That Brings Results"

PRINT ROOM CLERK

We have a vacancy for a print room clerk. Duties will include: filing xerox and maintaining supplies. This position is permanent full time. Would suit high school graduate. Please contact:

MARLENE TULLETT
PITMAN MANUFACTURING CO., INC.
7400 WOODBINE AVENUE,
MARKHAM, ONTARIO
L3R 1A6
475-1211

CLERICAL ASSISTANT

Full time position offering attractive company benefits. Person with an aptitude for figures required.

Apply in person to
J. SULLIVAN

WHITE ROSE CRAFTS

& NURSERY SALES LTD.

4038 Highway #7

Unionville, Ontario

477-3330

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

Liftow Limited, a leader in the material handling industry for over 25 years, is expanding its facility in Scarborough.

We currently have a position for a

RECEPTIONIST/CLERICAL

Applicants must have a pleasant telephone manner and some clerical experience.

Excellent benefits.

Call:

677-3270

Growing golf distributor requires SECRETARY/RECEPTIONIST

Looking for a bright, self motivated individual with good communication skills, who works well in a busy environment. Must have typing (50 wpm), good organizational skills, shorthand an asset, experience required. Excellent vacation and benefits. Please send resume stating salary expected to:

Mrs. C. Newton
Jim Morrison Ltd.
P.O. Box 340
Gormley, Ont. L0H 1G0

Part time **ADMINISTRATIVE ASSISTANT** to do all office functions in small firm. Woodbine / Steeles area. Suit mature individual. Will train in Word Star.

CALL
475-2280

RECEPTIONIST/ TYPIST

For growing fashion firm Clerical duties. Word processing an asset. \$320 per week. Experienced only. Non-smoking office. Woodbine/ Steeles.

470-2424

WHOLESALE/ OFFICE

We need a bright person to work in our hectic computer environment. No experience necessary. Salary plus bonus.

Call
ROBBIE
477-4611