

VENDORS WANTED
— for —
CRAFT SALE
Date: Oct. 22, 1988
at MARKHAM
VETERANS HALL
7 Washington St.
Phone 294-0430
Or after 6 pm
294-1157

EXPERIENCED ACCOUNTS PAYABLE/RECEIVABLE CLERK
Required for computerized office in Markham. Salary commensurate with experience. Company benefits.
Call
JUDY WILLIAMS
at 475-6836
for appointment

GREENBELT MOTORS
OFFICE CLERK
For busy Volkswagen car dealership in Markham / Unionville area.
Cheerful personality, self-starter, typing essential.
A wide variety of duties, good telephone manner and computer experience helpful.
Please call
JOAN - 477-2421

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

One person computerized, non-smoking office requires:
PERSON FRIDAY
Duties would include: typing, phones, accounts payable and receivable.
Esna Park / Alden area.
Contact GALE
297-5533

PART TIME SECRETARY RECEPTIONIST
CENTURY 21
GERRY MEHARG LTD.
Stouffville office has the following positions available immediately.
* RECEPTIONIST - evenings and weekends. Excellent typing skills and a competent telephone manner essential.
* SECRETARY - available during daytime hours to work from home on own typewriter, excellent typing essential. Shorthand an asset but not a prerequisite.
Call
CATHY BECKETT
640-3131
for an appointment
Resume and References required

PART TIME SECRETARY
5 afternoons per week for real estate office in Clarendon. Computer and accounting experience an asset.
Reply to
Box 222
Clarendon LOH 1E0

Receptionist/Typist
Experienced
Full benefits. Woodbine-Steeles. Car needed.
475-3080

OFFICE HELPER
Required with computer input experience. Start immediately.
CALL
477-7650

EXECUTIVE SECRETARY
Our client is a rapidly growing, medium sized distributor of materials handling equipment.
They require a mature, well organized individual to assist the General Manager in preparing computerized, statistical reports, soliciting information from department managers typing correspondence, setting up meetings and organizing social events.
The ideal candidate will be experienced in the use of Lotus 123 and will have the ability to learn quickly. A good sense of humour will also be an asset. Salary and benefits are attractive.
Location: Markham.
If this position appeals to you, please write to Marilyn Melville, Director of Human Resources, Ward Mallette, Chartered Accountants, Suite 1020, 120 Adelaide St., W., Toronto, Ontario, M5H 1T1.

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

BOOKKEEPER/CLERK
For R.V. Trailer dealership. One person office with computerized accounting system.
Applicants must have accounting skills to trial balance. Organizational abilities and good telephone manner an asset. Thornhill area.
CALL GARY
881-9000

BUSINESS IN UNIONVILLE
Requires additional office help for general office duties including accounting (junior), typing, filing, answering the telephone, and computer.
This is a good opportunity for a person returning to the work force.
Contact DON VALE
477-2720

CLERK DISPATCHER
Markham company requires a full time / part time clerk dispatcher, for 3 days per week.
Contact DEBBIE
475-0600
ext. 204

DATA ENTRY Person
Required immediately
Full time. Salary + benefits.
404 & Steeles area.
For interview call
MELISSA at
474-0333



WALK-IN CLINICS/ FAMILY GROUP PRACTICE
Are You An RN With Some Business Experience?
We are in need of an individual such as this in an administrative capacity.
Salary commensurate with experience.
If you are interested please call Mrs. Hutchinson at
223-9942

CREDIT ADMINISTRATOR \$16-\$19K
Our well-known Markham client requires an individual to process retail credit apps., input data, and create and maintain credit files. Lots of career opportunities here. Good benefits.
RECEPTIONIST + + \$17-\$20K
Lots of variety is the key to this position currently available in the Markham area. Good typing, pleasant telephone manner and a keen desire to excel should make you a "shoo-in".
SENIOR COLLECTOR \$21,000
Are you a "credit decision maker"? GOOD!!! That's what our client is looking for and of course you must also be detail oriented and used to a high volume. Let your accounting skills go to work for you today.
COMMERCIAL/CORPORATE LEGAL SECRETARY \$30K +
Senior level position available in mid-size legal firm in the Markham area. Your legal secretarial background and word processing skills will be utilized fully. Don't hesitate on this one, it won't last.
Call today for further information, 764-6344 or 773-4266, 9065 Leslie St., Suite 103, Richmond Hill.
Temporary positions ALWAYS available!



SWITCHBOARD OPERATOR
Fisher Scientific, has an immediate opening for a Switchboard Operator to handle our second board and to perform some light clerical duties.
This is a temporary, full-time position to run approximately 6 months.
Pleasant telephone manner essential. Experience on an SL-1 board an asset. Some typing and filing skills required.
To arrange an interview, please call:
FISHER SCIENTIFIC
479-8700

20 years of placing people
PERSON FRIDAY TO 22,000
— VARIETY PLUS
— NORTH EAST LOCATIONS
— STRONG PEOPLE SKILLS
We have immediate openings exclusively in the North East — Markham, Willowdale and Scarborough for a variety of positions.
If you have good Communication, Secretarial, Reception, W/P, Data Entry or French skills and want to work close to home, we have a number of interesting positions available.
Graduates and those returning to the work force are welcome.
Call today — start tomorrow!
Please call for more information
Anne or Debbie
477-7557

PERSON FRIDAY
We are looking for a mature, experienced people person to handle receptionist, typist and bookkeeping duties in our Markham office.
Your organizational talents, word processing and data entry skills will be well appreciated in our fast growing company.
Starting salary range \$17-19,000 plus benefits.
Please call
POLYDRAIN CANADA INC.
479-2184

PART TIME RECEPTIONIST/TYPIST
Permanent part time real estate receptionist required for our Markham location. Good switchboard and typing skills necessary. Alternating week nights and Saturdays. Experience preferred, but will train suitable applicant.
KAY SMITH
886-1200

RECEPTIONIST/ SECRETARY
Required for busy Markham Sales Office. Basic qualifications include: pleasant telephone manner, micro-computer experience, strong organizational skills. Salary range \$17 - 18,000.
Send resume to
Personnel
P.O. Box 370
Unionville, Ontario
L3R 2Z7

RECEPTIONIST /TYPIST
We have an immediate opening for a candidate with a pleasant telephone manner and accurate typing skills. Some knowledge of computerized word processing an asset.
Contact Personnel Dept.
292-1444

SALES SECRETARY — For dynamic Don Mills firm. Someone who is organized and has good communication skills and can handle a large variety of office duties. Excellent benefits.
HUMAN RESOURCES — Generalist for progressive firm in Don Mills. Recruiting and/or benefits experience an asset.
ADMINISTRATIVE ASSISTANT — Willowdale office needs energetic person with diversified office experience. You are an independent worker with a front desk personality. Top earning potential.
AND NOW FOR SOMETHING COMPLETELY DIFFERENT — Unique Don Mills firm has reception/customer service position available. Top grooming, quick thinking, great telephone personality and 45 wpm is all you need!
ANNA REINHARDT & ASSOCIATES
494-3376

GENERAL OFFICE CLERK +
Intermedco Limited is a progressive international company in a rapidly expanding primary industrial environment. We require a General Office Clerk for our Markham on site office.
Our ideal candidate will be a reliable, conscientious with good organizational and an emphasis on data. Compensation will initially commensurate with your experience. Regular reviews will be conducted and remuneration will reflect your progress.
If you're looking for a position that is challenging and filled with variety please call:
CHERYL ETHERINGTON
on Tuesday at:
475-1108

INSIDE SALES/DATA ENTRY
Applicants should have a minimum of 1 year invoicing and data entry experience.
Duties include: invoicing, credit and debit notes, processing communication files and filing for department.
Mail resume or apply in person to
Tie/Communications Canada Inc.
7550 Birchmount Road
Markham, Ontario
L3R 6C6
Attention: Jeff Lacher

RECEPTIONIST/CLERK TYPIST
Company located at 331 Alden Rd., Markham requires Receptionist/Clerk Typist. Duties would include: reception and switchboard operation, typing of general correspondence and government reports, handling incoming and outgoing mail and other general office duties.
Starting salary for this position is in the 16K to 17K range
Interested applicants please call:
Michael Vella
The Controller
470-7033

STANDARD TRUST TELLER
PERMANENT - FULL TIME
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

KANE CREW OLDS
DATA ENTRY CLERK
For large G.M. Dealership. Excellent company benefits and salary commensurate with experience.
PHONE 475-7373
JOAN CAMPBELL - OFFICE MANAGER

OFFICE CLERK PERMANENT PART TIME
Duties include: filing, some data entry and general office duties.
Position is ideal for individual who wants flexible hours. Minimum 24 hours - 3 days per week.
Please respond in writing by June 1st with resume to:
BAUSCH & LOMB CANADA INC.
480 Denison Street
Markham L3R 1B9
* ATTENTION: Customer Service Supervisor *