

Office Help

Busy Markham dealership requires a part time evening receptionist. Flexible hours. Excellent working conditions. To arrange an interview contact:

Linda Mallon
Markham Dodge Chrysler
471-1500

**BILINGUAL
CUSTOMER SERVICE PERSON**

Medical Supplies distributor in the Warden/Steeles area requires a person with a good telephone manner to take sales orders and handle customer inquiries.

Please send resume to
DIRECTOR OF ADMINISTRATION
475 Hood Road
Markham, Ontario L3R 8H1

**CUSTOMER SERVICE
DEPARTMENT**

In the Markham area requires a full time bilingual individual. Must be able to read and write French fluently. Good communication skills and accurate typing of 40 w.p.m. Full company benefits.

115 APPLE CREEK BLVD. #5
Or Call LAUREEN, 477-5600

**SENIOR ADMINISTRATIVE
SECRETARY
(Steeles/Markham Road)**

We are a small engineering office requiring a mature experienced administrative secretary to assist in the running of our busy office.

Reporting to the General Sales Manager, the position requires an individual who is prepared to perform a variety of functions and is capable of making decisions. Good typing and shorthand skills are essential and knowledge of computer order entry/word processing would be a definite advantage.

We offer a competitive salary and full benefit package. Qualified individuals are invited to send their resume to:

JOANN FLETCHER
BW/IP INTERNATIONAL LTD.
Seal Division
Unit 5
126 Select Avenue
Scarborough, Ontario
M1V 3Y6



PART TIME RECEPTIONISTS REQUIRED
** ONE NIGHT A WEEK 5:00 P.M. TO 9:00 P.M. \$7.00 PER HOUR
** MONDAY TO FRIDAY FOR 2 HOURS 12:00 P.M. TO 2:00 P.M.

**REAL ESTATE EXPERIENCE AN ASSET
CALL TRACY AT 477-0075**

Pot Pourri
**ACCOUNTING
CLERK**

We have an immediate opening for an individual who possess a strong accounting background preferably with 2 to 3 years retail accounting experience.

Knowledge of a computerized system is a definite asset.

Call to arrange an interview.

475-1095

501 Alden Rd., Markham

**A/R Collections
Concord
\$17,500**

Young dynamic company requires a Collections person to work in their accounts receivable area.

Good communications skills and at least 1 year experience in collections.

Room for growth.

Call Doug Kerrigan
737-1600

**STAFFING
CONSULTANTS**
"Serving York Region"

\$UNLIMITED!

Earn up to \$10,000 or more per month.

Enthusiastic people required for full and part time sales - students welcome. Training provided.

**WATER SOURCE
UNLIMITED**
279-9623 or
754-0255

**RECEPTIONIST/
TYPIST**

A growing office in Markham requires a bright, energetic, well-groomed receptionist with good telephone manners, typing an asset (65 wpm).

Responsible for other general office duties.

Please call
475-6658

**BILINGUAL RECEPTION/
Posh Willowdale office, promotable, no typing.**

JR. SECRETARY
Put your newly acquired skills to work in this pleasant office.
Good growth potential.
Benefits.

INTERMEDIATE SECRETARY
For dynamic Don Mills firm, someone who is organized, has good communication skills, and can handle a large variety of office duties.
Benefits.

EXECUTIVE SECRETARY
International engineering firm, top notch secretarial skills, w.p., good grooming and a sense of humour.
Benefits.
ANNA REINHARDT & ASSOCIATES
494-3376

**Junior Computer
Operator
IBM System 38**

To assist in operating and monitoring equipment, printers, and terminals. Applicants should possess a diploma in data processing and be willing to work shifts and Saturdays. Interested applicants, please submit a resume to:

J. Albert Naylor
Data Processing Manager
Scholastic Tab
Publications
123 Newkirk Road,
Richmond Hill
Ontario
L4C-3G5

JUNIOR CLERK

Position open for Junior person in our office. Duties include: incoming and outgoing mail, separation of computer printed invoices, operation of fax machines, etc. Only experience required is typing. Full company paid benefits package and advancement opportunities.

Please submit application for consideration to:

Mrs. D. M. Gillespie
C & M Products Limited
189 Bullock Drive
Markham, Ontario L3P 1W4

*No phone calls please *

JUNIOR PERSON FRIDAY/RECEPTIONIST

Fast paced, Electronic Distribution Company in the Woodbine/Steeles area, is currently seeking a Junior Person Friday/Receptionist. The successful applicant should be versatile and possess good communication and typing skills.

Matrix Technology is offering a competitive salary and a good benefit package. This position should lead to advancement for the applicant.

If you are the right candidate for this position, please contact:

VICKI JESSOP at 477-4442



Requires
EXECUTIVE ASSISTANT

For three managers in a friendly Head Office environment.

44 EAST BEAVER CREEK RD.
Richmond Hill, Ontario
223-9942

RECEPTIONIST

Required immediately

National distribution company requires English speaking receptionist (bilingual an asset). General clerical skills required. Salary commensurate with experience.

Call Mr. Budd
T.J. YOUNGINS DISTRIBUTION
280 Telson Road, Markham
475-5397

RECEPTIONIST

(Part Time)

Required immediately to work alternative nights and weekends in real estate office located at Hwy. #7 and Hwy. #48. Experience preferred.

Call Nancy Lawson
Weekdays from 10 - 5 p.m.
294-2990

**PRODUCTION CLERK
THORNHILL AREA**

Raywall Limited requires a self-motivated enthusiastic individual to assist our Production Department.

Your duties will include: filing, typing, assist purchasing and inventory. The ideal applicant must have a strong aptitude for figures. Computer experience would be an asset.

Interested applicants please contact
MARIO SABATINI
Human Resources Manager at
889-6243

**PRINTING
COMPANY**

Located Hwy. #7 and Woodbine Avenue requires receptionist for busy switchboard.

For interview contact:

475-9150

**PART TIME
CLERK TYPIST
(Warden/Steeles)**

We have an opening for a well organized individual who would like to work 2 days per week - photocopying, typing, filing, telephone, reception.

475-8048

**WORD
PROCESSOR**

Required for engineering firm in Markham. Minimum 50 wpm typing. Benefits.

Miss Davis
477-9770

**Junior Computer
Operator
IBM System 38**

To assist in operating and monitoring equipment, printers, and terminals. Applicants should possess a diploma in data processing and be willing to work shifts and Saturdays. Interested applicants, please submit a resume to:

J. Albert Naylor
Data Processing Manager
Scholastic Tab
Publications
123 Newkirk Road,
Richmond Hill
Ontario
L4C-3G5

Career Positions

EXECUTIVE SECRETARY
- \$25 - 27K
INTERMEDIATE SECRETARY
- \$22K
WAREHOUSE MANAGER
- \$25 - 30K
SENIOR TYPIST
- \$20 - 21K

All these positions are in the Richmond Hill - Markham area
Call Doug Kerrigan
737-1600

**STAFFING
CONSULTANTS**

"Serving York Region"

Sales Help & Agents

530

Economist & Sun

**TELEMARKETER
Part Time**

Busy community newspaper has an opening for an aggressive, enthusiastic self-starter.

Duties will include selling on-going features and soliciting new projects.

Flexible day-time hours - 20 hours per week.

Salary plus commission. For interview please call:

294-2200

Debra Weller
Classified Advertising
Manager

**Extra
Dollars**

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Gold Rush Promotions

Have Developed A Fantastic Fund Raising Item for Sports Groups, Clubs, Organizations and Schools etc.

We will train "Part-time" Sales Consultants to call on these Groups.

There is No Investment or Inventory to carry.



Call (416) 428-0795

**FULL TIME
SALES
POSITION**

Available at Markham toy store with further consideration for management duties.

Merryland Toys Ltd.
477-6490

**SECRETARY/
RECEPTIONIST**

For firm of Chartered Accountants in Markham.

CALL
479-2900

**TYPIST/
SECRETARY**

For law office in Richmond Hill.

August to December. Will train.

Position will suit person entering or re-entering work force.

884-6353

**WOODBINE/STEELES
INVENTORY
CONTROL
CLERK**

Publisher requires mature person to maintain stock records, order books, and perform routine clerical duties. Pleasant telephone manner required.

CALL
475-1869

Economist & Sun

The Advertising Department of the Economist and Sun has the following positions available.

SALES REPRESENTATIVE

Our busy local newspaper has an opening for an energetic sales representative.

Duties will involve opening and servicing new accounts in a rapidly expanding market.

Salary, commission and car allowance.

Applicants with sales experience should call:

Charles Canning at 294-2200
or send resume to
ECONOMIST & SUN
ATT: CHARLES CANNING
9 HERITAGE ROAD
MARKHAM, ONT. L3P 1M3

**SALES
REPRESENTATIVES**

Required to sell and lease imported automobiles.

Call for
Interview
MR. J. JAMIESON
Passport
International
Automobiles
470-2999

