

# YOU ARE THE SUNSHINE OF OUR LIFE!

We will work around YOUR schedule and get you out of the house for a day, a week or a month. You can **earn and enjoy** the sunshine too! **Make the most of this summer** Join the friendly team at **DRAKE OFFICE OVERLOAD.**

- Assignments close to home
- Top pay rates
- Drake dollars . . . and much more

**YOU DESERVE THE BEST!**

CALL  
**NANCY KAMANGA**  
 471-8553  
 2nd FLOOR, 5871 HWY. 7  
 (formerly 27 Wellington St. W.)  
**MARKHAM - WEST OF HIGHWAY #48**  
**DRAKE**  
**OFFICE OVERLOAD**

**RECEPTIONIST/  
 OFFICE MANAGER**  
 Required for SMITH VETERINARY HOSPITAL  
 Telephone DR. SMITH  
 881-8311

**RECEPTIONIST/  
 TYPIST**

Required at Hwy. #7 & 404. General office duties. Competitive salary.

493-2581

**RECEPTIONIST/  
 TYPIST**

Good people skills, pleasant telephone manner and 45 wpm., typing ability for Richmond Hill plant.

884-9161

Reynolds Extrusion Co.,  
 500 Edward Ave., Richmond Hill,  
 (North off Elgin Mills, between Yonge and Bayview)

**SECRETARY**

Small company looking for someone to handle a variety of duties.

Reply to  
 Gwyn or Anna

475-7531



**THE BANK OF  
 NOVA SCOTIA**

requires A  
**BRANCH ENCODER**  
 (Data Input)  
 Permanent part time position, 6  
 hours/day, afternoon.

Contact NICK 475-6400  
 WOODBINE & DENSON

**Junior  
 Purchasing Clerk  
 Collections Clerk  
 Telephone Clerk  
 Part-time  
 Order Desk Clerk**

Doncaster Home Health Care Centres requires full-time Clerks in Purchasing, Collections and Telephone Bookings.

● Junior Purchasing Clerk

For supplier order placing, customer and store phone service and computer data input. Previous computer data input experience required.

● Collections Clerk

Experience in collections of receivables a MUST. Good phone manner and good with figures.

● Telephone Clerk

To make phone bookings for our Clothing Division that hold Fashion Shows for Seniors in Rest Homes and Seniors' facilities. Includes some order and message taking and general admin.

● Part-time Order Desk Clerk

To take customer orders and for telemarketing, 4:30 pm., to 7:30 daily, 10 am., to 3 pm., Saturday.

Location: Head Office, Steeles Rd., at Woodbine, (N.E.)

Excellent salary and benefits.

For more information call Jackie Choffe (Purchasing and Telephone Clerk) or John Ford (Collections).

474-9245



**THE BANK OF  
 NOVA SCOTIA**

requires A  
**STENO TYPIST**  
 Full time position; Monday-Friday, Experience an asset.  
 Contact NICK  
 475-6400  
 WOODBINE & DENSON

**VARIETY! VARIETY!  
 TELEMARKETING TRAINEE**  
 \$18K

Put your people skills to work marketing a terrific new concept. Definitely not a hard sell, but rather, qualifying leads and introducing this unique new product. Full training provided.

**BILINGUAL SUPPORT COORDINATOR**  
 \$19K

A four day week and lots of customer contact make this an opportunity that won't last long. Good typing or keyboard skills essential. Conveniently located in the Woodbine and Steeles area.

**SECRETARY/RECEPTIONIST**  
 \$18-20K

Beautiful offices combined with a terrific attitude toward their employees make this position truly a treasure. Will train on word processing as long as typing skills are good.

For further information call Karen Mugford at 764-6344 or 773-4266, 9005 Leslie St., Ste. 103, Richmond Hill.



Placing You First

PERSONNEL

## Receptionist

With A Polished, Professional Approach

This position is in our Sales Department so you know what that means... fast-paced, energy-plus atmosphere. We're relying on you to professionally and courteously handle our customers/visitors in person and over the phone as you efficiently operate a very busy switchboard.

The person we seek brings a Grade 12 Diploma, with emphasis on secretarial training. Interpersonal skills and patience are also essential for this role.

We're MAI Canada Ltd., one of the country's leading suppliers of micromini computer systems, software and service and in joining us, you join a leader! Please send your resume to:

MAI Canada, Ltd.  
 Human Resources Department  
 140 Allstate Parkway  
 Unionville, Ontario L3R 5Y8  
 NO AGENCIES PLEASE



**RECEPTIONIST/DATA ENTRY CLERK  
 REQUIRED IMMEDIATELY**

**TODAY'S BUSINESS PRODUCTS LTD.**

has a position available for the candidate who possesses excellent telephone, data entry and communication skills, and can work independently. We offer a full benefits package including flex hours.

CONTACT OFFICE SERVICES MANAGER  
 292-5155

**JUNIOR RECEPTIONIST - \$17,000  
 HWY. #7 & LESLIE**

If you have an excellent telephone manner and a bubbly disposition then this position is for you. All you need is 40 w.p.m. typing and you will be trained on a I.B.M. computer. Excellent benefits and perks in this family-oriented company.

CALL JILL 868-6267  
 PERSONNEL WORLD

**RECEPTIONIST/TYPIST**

Located in the Warden/Steeles area we have an immediate opening for a conscientious individual with excellent typing skills and pleasant telephone manner. We offer competitive salary and a benefit package. Interested parties should forward resume to:

Personnel Department  
 105 Gibson Drive,  
 Markham, Ontario  
 L3R 3K7

**RECEPTIONIST/SECRETARY**

Good telephone manner and accurate typing skills required for small office in Markham area. Knowledge of word processing and computer input an asset.

Good benefit package. Salary commensurate with experience.

Reply to  
 IDA BRUNI  
 474-1950



Roy Foss Motors Service Department requires:

● Quality Control Clerk

Prefer ex-technician experienced with GM vehicles to road test and pre-diagnosis.

● File Clerk  
 (Person Friday)

Responsible for daily filing, but versatile when needed.

Contact: Service Manager,  
 886-2001

**SYSTEM OPERATOR**

Required immediately, experienced with UNIX Operating System preferred. If not, personal computer experience a must.

Duties to include data entry and system administration. Good benefits. Aggressive manufacturing company.

CANADOOR LIMITED  
 115 Mary Street  
 Aurora, Ontario  
 Call Bill Vandertol or Anne McCreary at  
 773-4416

**RECEPTIONIST**

Position available. No experience necessary - will train. Markham - Wellington St. W. area.

CALL  
 MARY  
 294-1137



**OFFICE CLERK**

Typing essential, some accounting knowledge would be an asset.

Some month end overtime required.

Excellent pay plan and good company benefits.

Apply: Denise Fernandes,  
 881-5000

**WORD  
 PROCESSING  
 OPERATOR**

Required. Entry level position. Must have excellent typing skills. WordPerfect experience a definite asset.

Apply to  
 Richard Shallhorn  
 Carson and Weeks  
 Insurance Brokers Ltd.

294-0722

**LEGAL  
 SECRETARY**

Use your skills in a professional and upscale environment! Corporate law and W. P. a must \$ neg.

884-6782



OFFICE ASSISTANCE LTD.

33 Arnold Cres., Richmond Hill

★ SUMMER ★  
 ★ POSITION ★

**RECEPTIONIST**

Required  
 Starting immediately

Good typing skills required.

CALL  
 477-2263  
 (Ask for Lin)

**PART TIME  
 CLERK TYPIST**

Wanted for small office at Hwy. #7 and 404. Must be able to type 45 w.p.m.

CALL  
 731-3888  
 for interview

**RECEPTIONIST/  
 TYPIST**

Required with at least 2 years office experience. Word processing and a pleasant telephone manner essential. Must have own car.

CALL  
 Michelle Sam  
 731-8450

Help Wanted

294-4331

FAX 294-1538 495-5440

640-2100