

Skilled & Technical Help

515

As a result of continued growth, we require a self-motivated individual to assume responsibility for operation and maintenance of the machinery. The candidate must be mechanically inclined. Knowledge of hydraulics and electricity would be an asset. In return we offer job security, competitive wages and a comprehensive benefit package. All enquiries will be kept confidential.

Reply with a letter and resume to:
Oaks Precast Industries
 Box 4, R.R. #1,
 Unionville, Ontario, L3R 2L6
 Attention: Mr. P. Oppedisano

A service company located in Woodbine/Steeles area has an opening for experienced.

- **ACCOUNTS PAYABLE CLERK**
Familiarity with computerized accounting system an asset. Salary commensurate with experience.
- ALSO:
- **JUNIOR ACCOUNTS CLERK**
Entry level position. Will train on A/P, A/R and other related duties.

For an interview, please call **Annette-475-3000.**

Office Help

525

ACCOUNTING CLERK/ TYPIST
- Gormley area -
Call
R.J. Donaghy
887-1802

BUTTONVILLE GOLF CLUB
Requires part time office help. Weekends 9 a.m. - 5 p.m. Will train.
Call:
477-7711

BOOKKEEPER
Experienced, to trial balance. Plus general office assistance. Computer experience helpful but will train. Small Art Company in the Victoria Park and Steeles area.
THE GREENWICH WORKSHOP LTD.
3781 Victoria Park, Unit 6
Scarborough, Ontario
M1N 3K5
490-8345

Family Trust
PART TIME RECEPTIONIST
Evenings: 5:00 - 10:00 - with good telephone manner and typing at 45 w.p.m.
Please call
NORMA CURRIE
294-1372

FILE CLERK
required
Entry level position. Filing and mail duties.
Apply to
Richard Shallhorn
Carson and Weeks
Insurance Brokers Ltd.
294-0722

Office Help

RECEPTIONIST PLUS \$18K
Our client requires that "special someone" to be front and centre to greet their clients "in person" or by phone when necessary. Beautiful offices and congenial atmosphere. Some typing skills an asset — will train on word processing.
This one won't last!
Please call today for further information
764-6344 or 773-4266

DGS Placing You First
PERSONNEL

SECRETARY - MAYOR'S OFFICE
Applications are now being received for the above position in the office of the Mayor.
SCOPE: Reporting to the Executive Assistant to Mayor and Council, you will provide secretarial services to the Mayor's office.
PRINCIPAL DUTIES: To provide secretarial services to the Mayor, Executive Assistant, and Council; prepare and distribute correspondence; receive and follow-up on constituent concerns; arrange catering service as required; maintain office and promotional supplies; responsible for recording all incoming mail.
QUALIFICATIONS: General knowledge at a high school commercial graduate level; well-developed typing and communication skills; pleasant telephone manner; working knowledge of word processing; valid Ontario driver's licence and own vehicle required.
SALARY: \$21,583 to \$25,281 per annum (under review)
Please apply on or before July 6, 1988 to:
DEPARTMENT OF HUMAN RESOURCES
—TOWN OF MARKHAM LOGO—
8911 Woodbine Avenue
Markham, Ontario
L3R 1A1

BEST JOB FINDERS IN MARKHAM

- **LETTER-SHOP ASSISTANT MANAGER 20 - 23K**
Are you familiar with the term "Letter-shop"? Let your top organizational skills work for you as you manage, develop, and supervise the mail distribution for 100 people. Join a well established progressive marketing firm and meet the challenge of this specialized position. This prestigious company offers excellent hours, great team workers and top benefit package. Order #K6155
- **SALES SECRETARY 20 - 23K**
Support the marketing sales force with an extra ordinary company. A combination of computer knowledge, strong secretarial skills, plus top organizational talents will take you to the top. This position offers excellent earnings and growth potential. Don't miss this opportunity. Order #K8158
- **JUNIORS WELCOME 15K+**
As a recent graduate, are you looking for office experience? If you are not returning to school in the fall and want to join the workforce, don't be afraid to find out more. A little typing, reception and clerical duties are all that is required. Call us today. Order #K6080.
- **DATA ENTRY 19 - 23K**
This purchasing department will keep you busy entering purchase orders into a computer. Your flexible adaptable attitude will allow you to assist in other areas of this large, progressive computer company. If you have data entry experience and a computer background find out more! Excellent benefits. Order #K6162

These are just a few of the many positions available

CALL DIANNE KEIL or
KAREN SHARPE at 471-8551
5871 HWY. #7, 2ND FLOOR
MARKHAM, ONTARIO
EVENINGS BY APPOINTMENT

DRAKE PERSONNEL

Brownlee Personnel Services

- **TEMPORARY POSITIONS** — Our clients are clamouring for temporary office help to cover-off their staff vacations. We offer excellent hourly rates & your choice of Reception, Secretarial & Word Processing positions. Long & short term assignments available.
- **BILINGUAL CREDIT OFFICER \$22K** — As Eastern Regional/Credit officer, your responsibilities will encompass all areas of credit as well as collections.
- **W.P./COMPUTER OP. \$19-21K** — Join the fast-paced & excitement of this dynamic marketing company. Utilize your Word Processing & computer experience, setting-up documents for direct mail purposes. Excellent advancement potential.
- **CLERK TYPIST — \$18-20K** If you enjoy typing & have considered learning word processing then search no further. This position offers w.p. training, & customer service, all you need to qualify is accurate typing (50 w.p.m.).
- **ADMIN. ASST. \$25K** The executives of this small Richmond Hill company require a versatile secretary to manage all aspects of their office from secretarial duties to bookkeeping (Bedford — Acctg. pkg.) Ability to work with little supervision imperative.

THESE ARE ONLY A FEW OF THE MANY POSITIONS AVAILABLE

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

OFFICE/ WAREHOUSE
CAL-ABCO, a leading distributor of personal computers and sub-systems requires a bright, dynamic individual for warehouse/office interaction. Experience with paper control and organizational skills a definite asset.
Our company offers a competitive salary and benefit package.
JOIN THE TEAM!
Please contact Mrs. J. Lawrence:
CAL-ABCO
170 Alden Rd.
Markham, Ontario L3R 4C1
(416) 475-4064.

Microbits

Is a successful direct marketer of micro-computer supplies, media accessories, audio and video training materials.

- **INSIDE SALES REPRESENTATIVES**
We are looking for two individuals with excellent communication skills, knowledge of microcomputer products and some telemarketing experience. Bilingualism an asset.

We offer a very good base salary plus commission, a great benefits program and growth opportunities in a pleasant non-smoking environment. Located at Steeles and Pharmacy. Call Mrs. Cameron 477-8184.

PERMANENT PART-TIME POSITION
As a Dicta-TYPIST, 2-3 days per week. Experience on IBM displaywrite 3, an asset (but willing to train). 60 w.p.m. required.
Send resumes to
Toronto Dominion Bank
387 Main St. West
Stouffville, Ontario
L4A 2S8

RECEPTIONIST
Position available. No experience necessary - will train. Markham - Wellington St. W. area.
CALL
MARY
244-1137

R.I.B.O. LICENCED SECRETARY
Required
2 years experience. Full / Part Time.
Please call
470-2277

Office Help

525

Parquharson — realtor
PART TIME RECEPTIONIST
Alternate evenings and Saturday. Excellent typing and telephone skills required. For appointment please call:
Annette
640-4151, 9.5 p.m.

SECRETARY WANTED
Experience is a must. Legal background is definitely an asset.
Please call
Donna
470-7610
Or send resume to:
570 Alden Road
Unit 4
Markham
L3R 8N5

RECEPTIONIST/ TYPIST/ FILING CLERK
Required by a Markham insurance brokerage. Entry level position in a non-smoking office. Computer experience an asset.
For interview please call:
479-6100

PART TIME RECEPTIONIST
For busy Real Estate office in Stouffville. Some evening and weekends required. Must have good typing skills.
640-2225

TOWN OF WHITCHURCH-STOUFFVILLE TREASURY DEPARTMENT REQUIRES PARYOLL CLERK-TYPIST

Duties: Preparing payroll input, statutory benefit deductions, prepare benefit claims, cost break-down to departments. Knowledge of word processing essential. Knowledge of Lotus 1, 2, 3 an asset. Other duties as assigned.
POSITION: Clerk Grade II.
SALARY: \$17,890 - \$20,777 annually, \$9.83 - \$11.42 hourly (under review). Excellent Benefit Package.
EXPERIENCE: Minimum 3 years payroll experience, typing 60 w.p.m., computer input experience.
Application forms and job description are available at 19 Civic Ave. Monday through Friday, 8:30 A.M. to 4:30 P.M.
Applications will be received to 2:00 P.M., June 29, 1988.
E.E. Blackburn, A.M.C.T.
Treasurer
19 Civic Avenue
Stouffville, Ontario
L4A 7Z6

HUNT ROBERT HUNT CORPORATION
Windows and Doors

A leading manufacturer/distributor of premium quality windows and doors has openings for:

Full-time / Part-time INVOICE TYPISTS

HOURS: Full-time, 9 am. to 4:30 pm. Part-time: Flexible.
WHEN: Immediately.
DUTIES: Typing company invoices to customers, maintaining numerical controls and sundry filing
SKILLS: Accurate typing speed exceeding 45 wpm. Experience in typing figures and forms a must.
PAY: \$7.75 per hour.
LOCATION: 250 Bowes Road, Concord.
If interested, please contact,
Mr. Mark Reed,
669-1104

SECRETARIES
If you are highly motivated, and are looking for a challenging environment with an international leader in office automation, then Olivetti could be the place for you. Due to our recent growth we have an immediate opening for a Secretary to work in a very fast paced Sales/Marketing environment.
The successful candidate should have fast, accurate Word Processing (60 w.p.m.) and excellent organizational skills.
If this is the opportunity you have been looking for please call or submit a resume to:
MICHELE MURGEL
OLIVETTI CANADA LIMITED
3190 Steeles Ave. E.
Markham, Ontario L3R 1G9
477-8250, Ext. 275

OUTSTANDING RECEPTIONIST
Efficient and energetic person with excellent communication skills and attitude required for busy Health Care office. Phone, reception and related duties.
Apply in person to
WEST CHIROPRACTIC CENTRE
4747 Highway #7 East
Unionville
Mon., Wed. or Friday

PART TIME RECEPTIONIST
required
● Italian speaking
● Varied hours
298-0029

Allstate TIME FOR A CHANGE
ARE YOU JUST OUT OF HIGH SCHOOL LOOKING FOR AN OPPORTUNITY OR ARE YOU JUST BORED OF YOUR CURRENT JOB. WE NOW HAVE PERMANENT FULL-TIME POSITIONS AVAILABLE AT OUR MARKHAM HEAD OFFICE.
THE SUCCESSFUL APPLICANT WILL HAVE A COMPLETED GRADE 12 DIPLOMA ALONG WITH 35 W.P.M. TYPING.
WE OFFER AN ATTRACTIVE STARTING SALARY, A FULL RANGE OF COMPANY BENEFITS INCLUDING PROFIT SHARING AND FULL EDUCATIONAL ASSISTANCE.
INTERESTED APPLICANTS PLEASE CALL:
JERRY SOULLIERE 475-4475
ALLSTATE INSURANCE COMPANY OF CANADA

SECRETARY/ RECEPTIONIST
For firm of Chartered Accountants in Markham.
CALL
479-2900

Receptionist/ Typist
For Developer's office.
Good typing skills a must, pleasant telephone manner.
Relocating to Beaver Creek area.
475-0515

The Toronto Dominion Bank, 3 Wootten Way N. (at Hwy. #7).
Part time position available.
TELLER/CASH experience an asset.
Please call
294-5913
* No summer positions available *

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

Help Wanted

294-1331
640-8100