

JOBS!

ENJOY THE BENEFITS OF WORKING FOR A TEMPORARY SERVICE

- ★ Work where you want
- ★ Work close to home
- ★ Students, homemakers, everyone welcome

JOBS!

- ★ Enjoy a variety of jobs
- ★ Work when you want on long or short term jobs

JOBS!

HELP WANTED FOR THESE JOBS:

CLERICAL JOBS

Telemarketing
 • Work the hours you want, we are flexible • Good telephone manner needed for this permanent position • Company located in Leslie/Hwy. 7 area

Stat Clerk
 • If you want to get out of the house 1 week per month, then we have the job for you • Must have neat hand-writing and an eye for detail • 8:30 a.m. - 5:00 p.m. in the 404/Hwy. 7 area.

Accounting Clerk
 • Work - 2 Days per week at McCowan & Hwy. 7 area • This permanent job requires you to input accounting information into a computer, and have good telephone manner • Hours: 9 a.m.-5 p.m.

Work 3 Days per Week
 • Company located at Woodbine & Steeles. Needs enthusiastic person to help with light typing and input duties, filing and helping with mail • Hours 9 a.m. - 5 p.m. • Take this job either on a long term or permanent basis.

SECRETARIAL JOBS

Word Processors
 • We have numerous jobs in the Markham area that require experience on Wang Digital Equipment, Word Perfect, and Multimate • Work the days and hours you want • Top pay rates, long term & short term jobs

Data Entry Person
 • If you have a few years experience doing data entry call today for this permanent job • Work at Woodbine/Steeles in a sales department • Hours: 8:30 a.m. - 5:00 p.m.

Personnel Secretary
 • Enjoy a fast paced environment with this large company at Markham Road and Major Mackenzie • Good typing skills and professional telephone manner a must • Hours: 8:30-4:30 p.m.

WAREHOUSE JOBS

Shipper/Receiver
 • Long term job with permanent opportunities • Work at Warden & Hwy. 7 with steers • 9 a.m. - 5 p.m. in a clean work environment

General Help
 • Learn how to drive forklift complete paperwork with this large electronics company • Temporary to permanent job in the Warden/Steeles area • 8:30 a.m.-4:30 p.m. with a lot of growth potential.

Work 1 Day per Week
 • General Warehouse work, light assembly with picking & packing of products • Work at Woodbine & 14th and enjoy a variety of duties in a graphics company • Hours: 9 a.m. - 5 p.m.

CALL US NOW FOR THESE POSITIONS AND MANY, MANY OTHERS

5071 Hwy. # 7 (At McCowan) Suite 205 479-6900



CDI
 Temporary Services, Ltd.

CLERK

We are looking for a Junior Clerk who has good organizational skills, a good eye for detail and good basic math skills. Some computer terminal experience would be helpful but not essential.

We offer a good starting salary, excellent benefits and flexible work hours.

A.C. NELSON CO. OF CANADA LTD.
 160 McLeod St.
 Markham, Ontario L3R 4B8
 475-8048

LEGAL SECRETARY

Experienced in Real Estate, Legal Secretary required for small Richmond Hill (Yonge Street) law firm. Excellent opportunity. Salary and benefits commensurate with experience.

Mr. Ittleman
 884-1171

ACCOUNTING CLERK TYPIST DATA ENTRY CLERK

National company located at Hwy. 7 & Leslie, Richmond Hill, has immediate openings for the above positions. Please call to arrange an interview:

L. Manners
 886-8000

ACCOUNTS PAYABLE CLERK

Must have experience in a computerized environment and basic accounting knowledge. Location— Woodbine and Hwy. 7. Please contact the Personnel Department:

756-2400

OFFICE ASSISTANT

Computer Distributor in Markham requires an organized individual to fill the above challenging position in the Service Department. Competitive salary and good benefits. Please contact:

John
 479-7500

MARKHAM DODGE CHRYSLER

requires a

GENERAL CLERK

Duties would include assisting in the business office and the leasing department.

Experience in the automotive industry preferred, but will train a suitable candidate.

Apply 9 a.m. - 5 p.m.

Linda Mallon — Secretary/Treasurer

471-1500

Cansult Group Limited a Canadian international consulting and project development firm with a reputation for quality and service has immediate openings at its Head Office for the following:

RECEPTIONIST/TYPIST

In addition to Reception duties responsibilities include typing and office services support activities. Candidate should have Grade 12/13 education or equivalent with accurate typing and ability to handle an active and varied workload.

SECRETARY

This is a permanent part-time position. Accurate typing (60 wpm) and past office experience required. Wordprocessing helpful. Willingness to learn essential.

Located in Markham, the work environment is multi-company and growing rapidly. Emphasis is placed on long term relationships, attitude and competency.

If you qualify and are interested, please send your resume to:

Attn: SAP
 Cansult Group Limited
 30 Centurian Drive
 Suite 206
 Markham, Ontario
 L3R 8B8

PICKLE BARREL RESTAURANT A/P CLERK

Rapidly expanding restaurant chain in need of A/P Clerk. Excellent opportunity for an energetic self-starter with at least one year A/P experience.

Must be able to perform efficiently with heavy workload. Good benefit package, salary to commensurate with experience.

Woodbine/Steeles area.

For interview please call Madlen or Beth.

479-4444

SENIOR BOOKKEEPER

Required immediately for busy office in the Warden / Steeles area. Accounts receivable, accounts payable, financial statements plus payroll, computer experience and some typing required.

CALL
 475-6635

TYPIST/RECEPTIONIST

Wanted for small office— Steeles/Warden area. Preference given to Word Processing experience. Must have pleasant telephone manner and typing. If you are a self-starter and like the small company environment, please call 475-6730. Ask for Joyce or Colleen.

WORD PROCESSOR

required, entry level position capable of 55 w.p.m. plus. WordPerfect experience an asset.

RENEWAL CLERK

Accurate typing a must, personable and energetic. Experience with or willingness to learn insurance and computer oriented tasks.

Apply to:
 Richard Shallhorn
 Carson and Weeks
 Insurance Brokers Ltd.
 294-0722

RECEPTIONIST/SECRETARY

Small Unionville office requires a pleasant self-motivated person to perform the following duties: Reception, telephone answering, typing 50 - 60 wpm, bookkeeping and use of small computer for word processing and accounting.

Please Call Evenings:

887-1338

CREDIT/ COLLECTION REPRESENTATIVE

Required immediately. Experience an asset but not necessary. Scarborough location.

Contact Mrs. Lorenz
 291-2113

Canada Trust Realtor

RECEPTIONIST PART-TIME

For alternate evenings and Saturdays to work in pleasant Real Estate office.

Must be able to type and have pleasant telephone voice.

Please call for interview:
 GWEN POLLARD
 475-0355

R.I.B.O.

Licensed Insurance secretary required for Stouffville office.

Phone
 640-3202



REAL ESTAE RECEPTIONIST/ TYPIST

A part-time position is available in our Unionville office.

- Excellent Telephone Manner
 - Good Typing Skills
 - Friendly Office
- Weekends
 Fri. - Sun.
 Hours Varied
 Call Paula Parente
 477-2533



CAREER LISTINGS

Bilingual Admin. Assistant \$25,000 plus. Markham.
 Order Desk Clerk \$16,000 yr. Richmond Hill.
 Part-time Rec/Typist \$8.50 - \$9 hour. Markham.
 For these and many other temporary and permanent positions call:

642-0707

RECEPTIONIST

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

Personnel Dept.
 105 Gibson Drive
 Markham, Ont. L3R 3K7

RECEPTIONIST/TYPIST

Required for small but growing computer software company. Steeles/Woodbine area. Pleasant telephone manner and command of English essential. Will train on Word Processing. Call for an appointment.

475-5155

RECEPTIONIST

Are you a natural Public Relations person with a nice smile who enjoys meeting new people? Be part of a fast pace, energetic environment. Part-time position available. Please call Beverley Ogus at:

NUTRI/SYSTEM WEIGHT LOSS CENTRE
 470-6767