

**BOOKKEEPER  
PART TIME**

Landscape architects, north Scarborough area requires an experienced bookkeeper on a permanent part time basis (20-25 hours per week). Duties include: bookkeeping to trial balance, payroll, Lotus and word processing.

CALL 321-1443

**'JUNIOR CLERK TYPIST'  
(TWO REQUIRED)**

Applications are now being received for the above position in the Building Department.

**DUTIES:** General typing of letters and correspondence; answering letters of compliance, etc.; assisting and covering-off for the Information Records Processor and the Permits and Inquiries Clerk, as required; other general office and clerical duties as assigned.

**QUALIFICATIONS:** Communications; general knowledge at a high school level; well-developed typing skills, as may be acquired through a commercial course; and related experience.

**SALARY:** \$16,057 to \$17,938 per annum (under review.)

Please apply on or before August 12, 1988 to:

Department of Human Resources



8911 Woodbine Avenue  
Markham, Ontario  
L3R 1A1

**Junior-Intermediate  
Senior**

Due to planned expansion and promotions from within, a progressive Canadian Insurance Company, located in the Highway 7 and Keele Street area, has several positions available from entry level to department managers. We are seeking to add ambitious, career oriented men and women who will have ample opportunity to grow with the Company. Immediate openings for:

Data Input/Output  
Accounting Junior  
Receptionist/Switchboard  
Mail / Filing  
Underwriting

Excellent employee benefits and working conditions.  
Please contact Hazel Hall 416-738-1707.

York Fire & Casualty Insurance Co.,  
7501 Keele Street, Suite 300,  
Concord, Ontario, L4K 1Y2

**ORDER DESK CLERK**

Fast growing company in Beaver Creek Business Park requires a bright, energetic person to handle order processing on a busy Order Desk. The applicant should have general office experience and at least 50 w.p.m. typing for computer input. Good telephone manner is a must.

We offer a pleasant working environment and congenial atmosphere. This is a interesting position which offers a good starting salary.

Please send resume to  
**LINDA BALAZS**  
HUNTER AUTOMOTIVE EQUIPMENT LTD.  
55 West Beaver Creek Road, Unit 21  
Richmond Hill, Ontario L4B 1K5

**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

**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

**RECEPTIONIST, ORDER DESK  
AND A/R CLERK**

Required for small Markham firm. Excellent salary and benefits.

Call Sharon  
475-6318

**SENIOR SALES/MARKETING  
SECRETARY — EXPERIENCED**

For major Import/Export distributor of giftware and assorted products. New office located in Unionville area with friendly business environment.

Please Contact Wendy  
470-2515 9 a.m. - 5 p.m.

**RECEPTIONIST/  
TYPIST**

Needed for growing company. Must have a pleasant appearance and telephone manner. Typing skills essential. WordPerfect an asset. Good benefits.

Please send resume to:  
**ARMADALE SYSTEMS**  
180 Renfrew Drive  
Markham, Ontario L3R 8B7  
Att: Pamela Osborne

**CREDIT AND COLLECTIONS CLERK**

Required Immediately  
**Today's Business Products Ltd.**

has a position available in Credit Department for a self-motivated individual with 3-5 years credit and collections experience and excellent communication skills. Excellent benefits package includes flex hours.

Please send resume with salary expectation to:  
Credit Manager  
**TODAY'S BUSINESS PRODUCTS LTD.**  
875 Middlefield Road, Scarborough, Ontario M1V 4Z5

**ENTRY LEVEL CLERICAL/  
COMPUTER  
POSITIONS AVAILABLE**

**ENGINEERING COMPUTER CLERK:**

Candidate should have a bent towards engineering along with computer experience, (IBM compatible), and an interest in learning about the lighting business.

**PURCHASING CLERK:**

To type and record Purchase Orders and data entry of inventory. Computer experience and typing speed minimum 35 w.p.m. required. There will be opportunities for advancement for both positions. As well, we offer a complete benefit package.

Please submit resume or application to:  
Personnel Manager  
**C & M PRODUCTS LIMITED**  
189 Bullock Drive  
Markham, Ontario  
L3P 1W4

**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

**White Rose  
CRAFTS AND NURSERY SALES LIMITED  
CLERICAL ASSISTANT**

Full time position offering attractive company benefits. Person with aptitude for figures required.

Apply in person to  
J. Sullivan  
**WHITE ROSE CRAFTS & NURSERY SALES LTD.**  
4038 Highway #7, Unionville, Ontario  
477-3330

**Junior/Intermediate  
Secretaries**

What do you, as a skilled Secretary, look for in a job? Growth potential? Responsibility? Great working environment? Good salary and excellent benefits? Or all of the above? That's exactly what you will find at MAI Canada, Ltd., because we know what it takes to attract good people!

What will you provide? A minimum of 1-2 years' secretarial experience with 50 wpm typing, word processing abilities and sound verbal and written communication skills.

MAI Canada, Ltd. is one of the country's leading suppliers of micro/minicomputer systems, software and service. Join a leader! For prompt consideration, forward your resume to:

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



**RECEPTIONIST**

We currently have a position open for a Receptionist in our Head Office. The candidate will be a high school graduate with basic keyboarding skills, have previous experience with public enquiries and a professional appearance and attitude.

**INTERMEDIATE  
SECRETARY**

We are looking for an Intermediate Sales Secretary to work in the Library Sales Division. The candidate will possess: a college diploma or equivalent, a minimum of 3 years secretarial experience, preferably from a Sales environment, have excellent typing skills and a flexible and outgoing personality. Word processing knowledge would be an asset.

We invite interested candidates to send their resumes in confidence to:  
Human Resources Department  
Geac Computer Corporation Limited  
350 Steelcase Road, West  
Markham, Ontario  
L3R 1B3

Canada Trust Realtor

**RECEPTIONIST  
PERMANENT  
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  
4997 Hwy. #7  
Unionville



**PART-TIME  
RECEPTIONIST  
EVENINGS**

Mature person for busy real estate office. Good typing skills essential.

Please call:

**NORMA CURRIE**  
294-1372



Family Trust Real Estate, Stouffville office, requires a part time receptionist. Typing a must. Air conditioned office.

Hours 4-9 p.m., alternate Saturdays.

Call  
**KATHY CLULOW**  
640-2082

**ACCOUNTING CLERK/TYPIST**

Local manufacturing company has immediate opening for Accounting Clerk/Typist. Successful applicant will be required to prepare and process accounts payable and/or receivables, assist in month end closing, type reports, invoices, and various other documents and file maintenance. Comfortable use of personal computers a definite asset.

Qualified applicants apply by resume to:

**EXCEL METALCRAFT LTD.**  
Human Resources Manager  
Box 70  
Aurora, Ontario L4G 3H1

**JUNIOR  
COLLECTOR**

- For a Markham firm.
- Aggressive - some experience.
- Will train.

470-2470

**OFFICE  
PERSON**

Required for small busy office. Typing and good with figures - essential.

471-7566

**OFFICE  
MANAGER**

Required for small distribution firm. Computer experience required.

Phone

475-6058

**PERSON  
FRIDAY**

Experienced Person Friday required immediately for busy importing company. Located in Woodbine/Steeles area. Call:

**Debbie Edwards**  
475-3690

**R.I.B.O.**

Licensed Insurance secretary required for Stouffville office.

Phone

640-3202

**RECEPTIONIST**

For modern new office at Hwy.'s 400 and 7 area.

Typing skills and good telephone manners are essential.

475-0515