

Office Help

Contin
CHEVROLET-OLDSMOBILE

requires
NEW CAR CLERK
Full Time — Will train

Call Holli Jackson
294-1440

WANTED IMMEDIATELY EXPERIENCED RECEPTIONIST

Must have own transportation. Apply to:

STEEL ART SIGNS
555 Denison St.
Markham
474-1678

Person Friday/ Secretary

Able to assist General Manager/Buyer with marketing. Located at Hwy. 7-Leslie. Full resume required.

731-2411

RECEPTIONIST/ DATA ENTRY CLERK

PharmaCommunications Ltd., a local marketing and advertising firm, requires the services of a Receptionist/Data Entry Clerk. Our non-smoking office is located at Hwy. #7 & #48.

For further information please call:

JUDI McINTYRE 471-1289

RECEPTIONIST/TYPIST

required by luxurious private racquet and fitness club in Markham during pre-sale operations. 8:30 a.m. - 4:30 p.m., Monday - Friday. Excellent benefits. Pay commensurate with experience. Available immediately.

470-2400

Merchandising Secretary

An energetic achiever, you will enjoy the hectic pace and variety as you answer the phones and handle typing and other general office duties. You possess good typing and communication skills, along with the ability to meet deadlines. Word processing experience would be an asset.

Approximate start-date for this temporary position is mid-October. To apply, please send your resume to:

Sandra McGregor at:
Beaver Lumber Company Limited, 7303 Warden Avenue, Markham, Ontario L3R 5Y6

Beaver Lumber

TRAIN FOR LAW

We will train a person who has good typing and word processing skills in legal real estate and other law office procedures. Good salary and benefit package. Apply in writing outlining academic training and work experience to Box 4373, Markham Economist & Sun, 9 Heritage Rd., Markham, Ont. L3P 1M3.

Woodbine - 14th, Ave.

Fast growing company looking for ambitious people.

- Secretary
- Receptionist
- Accounts Payable
- Bookkeeper

Call Adele,
493-0559

WOODBINE/STEELES AREA

CLERK/ TYPIST
required

Non-smoking office. Good telephone manner. Miscellaneous office duties.

Call
Mrs. C. Zappulla 475-1661

PERSON FRIDAY

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

Mrs. Arena 475-3690

SALES SECRETARY

INTERNATIONAL RECTIFIER CANADA LTD. has an immediate opening for an energetic individual with word processing experience. Duties include typing (letters, quotes and reports for sales staff), maintaining our product information library, preparing weekly and monthly statistical reports and reception back-up. IR offers a competitive salary plus a full benefits package and bonus programme. Please call Lynn to arrange an appointment. 475-6031.

The following two positions are available: a6

A/P A/R CLERK

With experience in accounts receivable collections.

Also Required

DATA ENTRY CLERK

With accurate typing. Located at Hwy. 7 — Leslie. Full resumes required.

731-2411

SWITCHBOARD/ RECEPTIONIST

Required by busy cosmetic company in Markham Steeles/Warden. Some typing required. Progressive positions. Salary commensurate with experience, company benefits.

For interview call:

Myrna Ash 479-3443

WOODBINE/STEELES

DATA ENTRY CLERK

Permanent full time required by Book Publisher. Some experience preferred but will train if necessary.

CALL
475-1869

PART-TIME RECEPTIONIST

Needed for busy real estate office. Would suit mature individual. Call Tom Stephenson.

640-2225

SECRETARY

60 plus w.p.m.

Flexible schedule 1-3 days per week, occasionally 5 days depending on workload.

764-8100
(Leslie St. / Hwy. #7 area)

Sales Help & Agents 530

MEDIA SALES
...in one of Ontario's Fastest Growing Retail Markets

We are a community newspaper publication with over 100 years of representation in our market.

Our business is expanding rapidly due to market growth and the commitment to excellence of all our employees.

We have an opportunity for a Sales Representative to join our Publication and share in our present and future successes.

Candidates will have a background in sales, preferably newspaper, possess a knowledge of ad layout, and have excellent communication and inter-personal skills. Your own transportation is required.

If you have the enthusiasm and qualifications and want to join a team where performance is rewarded, send your resume to:

The Liberal
P.O. Box 390
Richmond Hill, Ontario
Att: Director of Advertising

Pot Pourri
Kitchen Shoppe "The perfect product"

OFFICE CLERK

Our Head Office located at Warden/Alden has an immediate opening. Retail background and data entry experience would be a definite asset. Call to arrange an interview, **475-1095**. 501 Alden Road Markham, Ontario L3R 3L4

PART TIME RECEPTIONIST/ SECRETARY

For evenings and weekends. Busy real estate office in Stouffville. Available immediately. Excellent typing essential. Pleasant, efficient telephone manner required. Please call Cathy at 640-3131 for an appointment. Resumes required.

CENTURY 21 Gerry Meharg Ltd.
394 Main Street West, Unit 2
Stouffville, Ontario
L4A 2Z9

TELEMARKETER

Metabus Communications Limited, a member of the PharmaCommunications Group, requires the services of an experienced telemarketer to sell classified ads in our Medical Publication, Canadian doctor. Salary plus commission.

CALL **JUDI McINTYRE 471-1490**

OPPORTUNITY IN SALES

A well established growing Canadian Company is looking for a motivated person to start in our Customer Sales Service Department, with opportunity to advance to Sales Representative.

We offer:

- Opportunities for Advancement
- Excellent Benefits
- Profit Sharing Plan
- Stock Option Plan

The position entails servicing our customers by phone and mail, price quotations, order entry and other sales related functions.

If you have a minimum of 2 years business experience, some post secondary education and are seeking a career in sales, please reply in writing to:

Personnel Manager
Cable Tech Company Ltd
300 Main Street West, Box 1149
Stouffville, Ontario
L4A 8A2
A NOMA COMPANY

FULL-TIME REC./TYPIST

Bank of Nova Scotia, Woodbine/Denison area, Contact: Brian Thibideau:

475-6400

PERSON FRIDAY
required

Pleasant telephone manner and good typing skills. Computer experience an asset. Woodbine / Steeles area.

477-7757
(Ask for Valarie)

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

St Clair
the paint and paper people

SALESPERSONS
FULL TIME and/or PART TIME

Required for local decorating store. Must have flair for decorating and like dealing with the public. Will train.

Apply in person
SHERWOOD PLAZA
Hwy. #7 & Galsworthy
294-4934

FILING CLERK

Required for Insurance Broker at Hwy. 7 and Hwy. 404. Duties include filing and other clerical tasks. Competitive salary and benefits. Call Chris or Frank Holman.

886-5630

Receptionist/ Secretary

To answer telephones and type on word processor. Previous office experience necessary. Knowledge of Word Perfect an asset.

Please send resume or contact: **Brenda Donnelly, 10 Planchet Road, Unit 21, Concord, Ontario L4K 2C8.**

738-8205

ORDER ENTRY

Health Food distributor in Markham requires Order Entry person for system 34. Experience an asset but will train. Salary commensurate with experience and good company benefits. Call for an appointment.

Judy Williams 475-6836

Payroll/ Personnel Administrator

We currently have an opening for a Payroll Personnel Administrator in our organization.

Reporting to the Controller, your responsibilities will include employee time and pay rate reporting, other labour reports, benefit administration, and some recruiting administration.

If you have had experience in this area and wish to join a growing, progressive company, please submit your resume to:

CABLE TECH COMPANY LIMITED
500 Main Street West, Box 1149,
Stouffville, Ontario, L4A 8A2.
Attention: Mr. John Cowen, Controller
"A NOMA COMPANY"

YORK CENTRAL HOSPITAL CLERICAL OPPORTUNITIES

Applications are currently being accepted for Permanent Part-time and Temporary Full-time clerical positions. Candidates must have general office experience, excellent typing and interpersonal skills. Word processing training/experience (WordPerfect) is required for some positions.

Contact Human Resources, York Central Hospital, 10 Trench Street, Richmond Hill, Ontario L4C 4Z3.

RECEPTIONIST/ CLERK TYPIST

Required for Keele and Hwy. 7 area. Some knowledge of computer an asset. Call:

669-1425

LICENSE ISSUER

Busy license office in Unionville is looking for someone who is responsible, energetic and friendly. No experience necessary. Full-time only. Call Monday through Friday:

477-2559

TELEPHONE/ RECEPTIONIST

Required for local new car dealership. Must have good typing skills and enjoy dealing with the public. Salary negotiable depending on experience. Call for interview:

477-1666
UNIONVILLE PONTIAC BUICK GMC

mmmmmmmmuffins
requires
FULL-TIME MATURE SALES HELP

No experience necessary. Apply at:

MMMuffins
Markville Shopping Centre
Markham

SALES CLERK
required

For retail gift store. Mature lady - part time.

471-7660

RECEPTIONIST

Insurance Broker at Hwy. 7 and Hwy. 404 requires responsible person with good telephone manner (NT SL-1). Call Chris or Frank Holman.

886-5630

SECRETARY

For small company. Typing - good telephone manner - some filing experience. Woodbine/Steeles location.

479-8282

RECEPTIONIST/ GENERAL OFFICE DUTIES

Competitive wages and benefits. Computer skills an asset. Warden/Hwy. 7 area.

479-1371, Ross