

LOOKING FOR A CHANGE AND A CHALLENGE?

DGS invites applicants for the following Progressive Positions...

Bilingual Secretary/Administrator — \$25K+ — Richmond Hill

Word processing and excellent organizational skills are needed for a busy marketing department. Lotus an asset, but they will train.

Secretary — \$18-21K — Willowdale

Good telephone manner and typing skills will secure you a bright future with this multi-national corporation. Training available.

Receptionist/Typist — \$20K — Markham

Are you able to handle a busy switchboard? Do you have accurate typing? This could be your opportunity to learn WordPerfect!

Word Processing Operator — \$18-20K — Markham

This is a terrific entry level position. Flexible hours. WordPerfect a definite asset.

Clerk/Typist — \$17-\$18K — Thornhill

Lots of customer contact for a detail oriented individual in this congenial office setting.

Administrative Assistant — \$20K — Unionville

This is a super opportunity to really learn computers and — work close to home! Knowledge of WordPerfect is ideal.

For more information on these and other great positions available, **CALL TODAY!**

**764-6344
or
773-4266**



Placing You First

P E R S O N N E L

SECRETARY/ DICTA

Something different every day. Pleasant telephone manner essential for busy Willowdale Insurance Adjusters' office. Benefit package included.

226-1711
P. BRUNT

WORD PROCESSOR

Required for occasional work with small consulting firm. Should be familiar with Displaywrite 4. Attractive offices. Hwy. #7 / 404.

Call
Glenna Morrison or
Jean Findlater
764-3710

WOODBINE/STEELES

DATA ENTRY CLERK

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

CALL
475-1869

RECEPTIONIST/ SECRETARY

Required for shelving manufacturer. Hwy. 404 and 7. Excellent typing and communication skills required. Excellent benefits. Call Denise.

881-3100

BE A WINNER WITH DRAKE

• JUNIORS WELCOME! 14-17K Warden/Hood

Are you looking for that first full-time position? If you are willing to learn and would enjoy reception, filing, customer service, data entry or typing then take that step to find out more. Your effective communication skills and positive attitude will be an asset to this supportive team. Order #K6216. Please call Dianne Keil or Karen Sharpe at 471-8551.

• JUNIOR INSIDE SALES/ORDER DESK 15K + Commission Denison/Warden

Your bright, eager, positive attitude will be the right mix for this young aggressive Computer Company. Your day will be filled talking to people over the phone discussing a number of Computer Products available. If you like computers and people, this challenging position will satisfy your needs. Order #K6177. Please call Karen Sharpe or Dianne Keil at 471-8551.

• SECRETARY 18-22K Leslie/Hwy. #7

Join a fast paced company and utilize your secretarial and organizational skills. Activities include Reception, Word processing, Data-entry, Telex, Fax and co-ordinating the calendars of an active Sales Department. Your pleasant, co-operative interpersonal skills will make the difference in this career oriented position. Find out more by calling. Order #6217. Please call Karen Sharpe or Dianne Keil at 471-8551.

• ACCOUNTS PAYABLE 20K+ Woodbine/Highway #7

This well established Markham firm would appreciate your accounts payable skills. As a dependable, competent individual combined with accounting experience you will enjoy the opportunity to work in this computerized environment. Excellent benefits. Supportive environment. Order #K6198. Please call Dianne Keil or Karen Sharpe at 471-8551.

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**

INVENTORY CONTROL CLERK

Dental manufacturer requires inventory control person. Dental background preferred. Will train. Steeles/Woodbine.

470-2599

Mayfair East Racquet Club in Markham requires a full time **RECEPTIONIST** to liaise with members. Outgoing, people loving person will suit.

For interview call
ADRIAN COLES - 475-8833

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

PART-TIME OFFICE ASSISTANT/PERSON FRIDAY

For a restaurant. Flexible hours. Some bookkeeping, experience necessary. Congenial personality and a willingness to learn an asset.

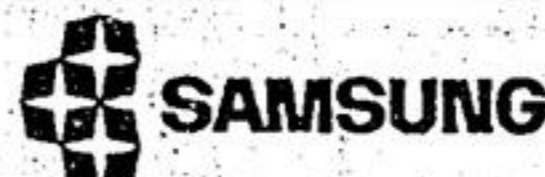
479-2001

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

Duties consist of monitoring telephone system, typing, order entry and other general office procedures. The successful candidate will report directly to the National Sales Manager.

Send resume in confidence to:

PERSONNEL DEPARTMENT
SAMSUNG ELECTRONICS CANADA INC.
445 HOOD RD.
MARKHAM, ONTARIO L3R 8H1

Scintrex, located at Highway 7 and Keele, is a high-technology company engaged in the research, design and manufacture of geophysical and geochemical exploration instrumentation, analytical instruments, including a portable bomb sniffer, medical diagnostic instruments, nuclear reactor monitoring devices, defence-related equipment and other scientific products. We currently have openings for:

SWITCHBOARD RECEPTIONIST

An interest in dealing with our customers, plus an organized, professional and personable manner is needed to greet visitors and direct incoming calls. A team player who can also work independently, the preferred candidate must have strong written and verbal communication skills, and at least 1 year's office experience. Typing skills would be advantageous.

ACCOUNTING CLERK

Performing a variety of accounting office functions, the ideal candidate must have at least 1 year's office experience, an eye for detail, an aptitude for figures, plus a working knowledge of accounts receivable. Data entry experience is preferred.

Qualified applicants are invited to forward a detailed resume, including salary expectations to: Mrs. Audrey Douglass, Human Resources Manager, Scintrex Limited, 222 Sidercroft Road, Concord, Ontario L4K 1B5.

Scintrex Limited is an Equal Opportunity Employer

SCINTREX



Trow

SECRETARY (WOODBINE & STEELES)

TROW Consulting Engineers, a leading multi-disciplinary consulting engineering company, requires an experienced secretary to work independently in their Markham office.

The successful candidate will be well-organized and self-motivated, with excellent typing (70 + wpm) and communication skills.

Mature attitude towards business and client service important.

Apply in writing to:
G.L. Laing
TROW GEOTECHNICAL LTD.
1595 Clark Boulevard
Brampton, Ont. L6T 4V1

OFFICE/SALES ADMINISTRATOR

Required immediately. Person with administrative and secretarial skills to run non-smoking Marketing and Sales Office. Computer and W.P. knowledge an asset. Full and part-time positions available. Flexible hours. Warden and Steeles area. Own transportation required.

241-8545

BOOKKEEPER

Wanted

With computer experience for management company in the Markham area. Call during business hours: 479-2885

Evenings (416)
852-3622
852-3611

FULL-TIME SECRETARY/ RECEPTIONIST

Required for engineering firm. Typing required, word processing experience an asset.

West Beaver Creek area.

For an interview, please call:

764-8111



OFFICE ADMINISTRATOR

Fast growing international computer firm seeks enthusiastic individual with excellent communication skills. Ground floor positions with advancement opportunities.

CALL LADI
479-8676

MARKHAM LICENCE OFFICE PERMANENT PART TIME

Mature, friendly individual, flexible hours. Non-smoking office. Typing.

CALL 294-2827

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

PERSON FRIDAY

To run small office. A little bit of everything. Interesting, congenial, air conditioned atmosphere. Woodbine & Steeles area.

475-6058

Part Time DATA PROCESSING Position Available

Duties to include: order entry, invoicing, accounts receivable. Some telephone contact with customers required. Applicants should have experience in data processing on Mini/Micro computers.

CALL
475-8109

RECEPTIONIST

Must have good telephone manner and typing skills. Woodbine/14th Ave. area.

CANADIAN OFFSET &
SCREEN INC.
477-8784 or
497-4761
Mr. Joshi

RECEPTIONIST/ CLERK TYPIST

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

669-1425