

Office Help

BE A WINNER WITH DRAKE

RECEPTION/TYPIST 18K
If you are an experienced professional receptionist/typist looking for a large prestigious environment then look no further. Our position requires a friendly outgoing personality for the telephones and greeting visitors. Other duties will include typing and general front desk assignments. Your mature working attitude and professionalism will ensure you a place with this progressive company. Order #K6022.

ADMINISTRATIVE ASSISTANT 20-23K
Join an information services company that is on the leading edge of technology. Your ideas, energy and contributions will be recognized with this progressive data processing firm. Because you have co-ordinated projects, have keyboard knowledge and pride yourself on your organizational strengths and people skills, this responsible position will challenge you. A solid organization offering growth and financial rewards. Order #K6096.

FRENCH/ENGLISH BILINGUAL CUSTOMER SERVICE 20-23K
Utilize your bilingual skills with a progressive Markham company. Because you enjoy people contact and feel a great deal of satisfaction assisting customers you will thrive in this busy environment. Your mature interpersonal skills and positive attitude would be appreciated. Order #6666.

COMPUTERIZED BOOKKEEPER 23-25K
Join an expanding company where your professionalism, detail and mature attitude will be recognized as you handle this responsible position. As an experienced, computerized bookkeeper, your independent nature will allow you to take charge of all bookkeeping functions. If you have a consistent, proven bookkeeping background find out more. Order #6147.

ACCOUNTS RECEIVABLE/CREDIT & COLLECTIONS 18-20K
Enjoy the challenge of credit and collections in this exciting position. If you are a self-starter and have effective communication skills this company will keep you busy in a computerized office. Your experience in receivables and eager attitude would be a refreshing welcome to this team. Order #K6228.

SECRETARY 17-20K
Variety plus in this busy secretarial position. Activities include phones, filing, organizing couriers, maintaining inventory, and maintaining mailing lists on a personal computer. Your helpful, enthusiastic, positive disposition will be a definite asset in this growing, changing position. Flexible working hours in a supportive environment. Order #K6225.

MARKETING CO-ORDINATOR 20-25K
A large established firm has an outstanding opportunity for an organized individual with marketing and sales exposure. Check outgoing quotas, draft purchasing memos and support for sales personnel are the keys you will need to take charge of the situation. This prestigious company offers excellent hours, great team workers and top benefit package. Don't miss this opportunity. Call now. Order #K6045.

PERSON FRIDAY 17-19K
Are you looking for a position that offers variety and security? This small office is looking for a pitch-in personality who enjoys typing, filing, order desk and people contact. If you are flexible and dependable then join this supportive team. Excellent benefits. Order #K6211.

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**

20 years of placing people



TO A BETTER JOB

TAKE THE FIRST STEP \$ \$ \$ \$ \$ \$ \$

MANY GREAT CAREER OPPORTUNITIES AVAILABLE!

- 10 Receptionist/Tylists to \$21,000
 - Excellent verbal skills
 - Personality plus
 - 40 wpm. plus typing
- 8 Accounting Positions to \$25,000
 - Entry level to Intermediate
 - Bookkeeping
 - Payroll C.A.D.P.
- 6 Secretarial and Word Processing to \$24,000
 - Professional appearance and attitude
 - Above average secretarial skills
 - Dependable worker
- 6 Junior/Entry Level Positions to \$18,000
 - Clerical
 - Data Entry
 - Person Fridays
 - Excellent Opportunity

We can also keep you busy on temporary assignments while you wait for the perfect career opportunity.

TEMPORARILY YOURS
HUNT PERSONNEL
For more info. Call Val or Linda 492-8502

Economist & Sun

DATA ENTRY CLERK

The Distribution Department has an immediate, part-time opening. Work 30-35 hours per week.

Requirements:

- good typing skills
 - self disciplined
 - able to work under minimum supervision
- Prior experience an asset, will train.

Call today, 9 a.m. - 5 p.m.
294-8244

Barry Goodyear, Assistant Distribution Manager

CLIENT SUPPORT TRAINEE

P.B.S. supplies work processing and computerized accounting systems to Law Firms. We need another member for our support team.

If you have a bookkeeping background, experience in dealing with clients, enjoy trouble shooting and are a self-starter we want to meet you.

Computer experience is an asset, but not necessary as training will be provided to the right person.

Please send to: P.B.S.
800 Denison St. Unit #2
Markham, Ontario L3R 5M9

CLERK TYPIST

Required by service company in Markham. Duties include reception, typing, filing and other related general office duties. Must have pleasant telephone manner.

Call Marg
475-3000

CLERICAL POSITION available in

Mail Room/Warehouse departments of company moving to Markham in November. Full-time with possibility of summers off. Call:

Robert Ridley
299-9160

RECEPTIONIST
For law office. Bookkeeping experience desired.
Don Mills and Steeles area.
881-8212



requires PART TIME SWITCHBOARD

For Evenings
Mature person for busy Markham real estate office. Good typing skills essential. Contact:

Norma Currie
294-1372

- ALSO - PART TIME RECEPTIONIST

Required for busy Unionville real estate office - to work evenings and weekends. If you have a pleasant personality, type 50 w.p.m. and enjoy dealing with people. Contact:

Ann Lepik
477-1270



EXECUTIVE SECRETARY

The successful candidate needs to possess highly developed organizational, minute taking, co-ordinating and typing skills with facility in PC word processing. An understanding of housing management would be an asset.

This position reports to the Executive Administrator and has a primary role in the corporate structure.

Ability to work specified evenings is essential. Persons with a flexible, self-initiating attitude who enjoy being involved with seniors are invited to submit a resume marked 'Confidential', before September 9, 1988, to:

Mrs. Margaret Hill
Assistant Administrator
Union Villa

4300 Highway #7 Unionville, Ontario L3R 1L8

WOODBINE/STEELES

Rapidly growing high tech company has an immediate opening on a busy order desk.

Candidate must have a pleasant phone manner and strong command of the English language. This is an entry level position with training available. Excellent benefits and advancement opportunities.

Contact Annette Rancourt
Cablecor Data Lines Ltd.
18 Riviera Drive
477-4815

WEEKENDER LADIES WEAR INC.

CLERICAL WORKER

Must be eager to learn, able to work under pressure and have an easy going personality. We will train.

Please call
477-7545
Ask for Theresa O'Connell

Economist & Sun

FULL-TIME RECEPTIONIST

Needed for busy newspaper office. Pleasant telephone manner and typing skills. Competitive salary and excellent company benefits.

We also have an opening for a

PART-TIME RECEPTIONIST

Two evening a week. Monday and Thursday, 4 - 9 p.m.

For an interview please call:

Chris Bertram, Office Manager
294-2200

Local computer hardware / software firm is looking for outgoing person for:

RECEPTIONIST/TELEMARKETER

Word processing experience helpful but not required, will train.

Call 470-0878

INTERMEDIATE SECRETARY

Intermediate secretary required for our purchasing department. Busy environment. Applicants must have at least 60 w.p.m. typing, good spelling and grammar, and a pleasant telephone manner. Manufacturing / purchasing background preferred. Some experience in buying at a junior level required. W/P experience also an asset. Kennedy Rd. / Hwy. #7.

SHEPHERD PRODUCTS
Teresa Pugliese - 475-6454

JUNIOR PERSON FRIDAY

Required full-time for national distributing company. Warden/14th Ave. area.

470-6850
(ext. 20)

JR. SECRETARY/RECEPTION
Immediately, attractive benefits, salary negotiable. Pleasant phone manner, good typing speed and computer processing an asset. 404 / #7. Call 665-2974, Ms. Brechin.

JUNIOR RECEPTIONIST/ SECRETARY

Needed for small insurance brokerage in Markham. Typing skills and pleasant telephone manner required. Office skills and interest in insurance an asset.

Please Call
471-4777

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
JUDY WILLIAMS
475-6836
for an appointment

BOOKKEEPER TEMP. ASSIGNMENT

A Markham based Advertising Agency has an urgent requirements for a mature organized individual capable of working effectively in a fast-paced environment. Must have minimum 3-5 years experience in all aspects of accounting. Must have hands on P.C. experience. Salary commensurate with experience.

For further information or to arrange an interview please call:

MRS. ELLIOTT
294-5711

ARE YOUR CHILDREN BACK TO SCHOOL?

We are looking for part time computer personnel.

Introductory / basic knowledge of computers. Good typing skills necessary.

Please call
Rose Morden
492-5225

CLERICAL HELP

Typing a must, computer experience an asset. Invoicing and elementary bookkeeping preferable. Looking for good telephone manner and administrative ability.

Call SUSAN
477-2866

Busy sole practitioner requires an experienced REAL ESTATE SECRETARY. Word processing experience required. Please send resume to:

Wm. B. Thomas, Q.C.
4701 Hwy. 7
Unionville, Ont.
L3R 1M7



BANK OF NOVA SCOTIA requires

BRANCH ENCODER

Monday to Friday

12 p.m. - 5 p.m.

Experience Preferred

Contact Mr. Totitto

475-6400

(after 4 p.m.)

PART-TIME

OFFICE

MANAGER

Required for small business 2 - 3 days per week. For appointment call:

Garry Schleifer
886-5200



ARMOUR REAL ESTATE INC. Member Broker

We're looking for part-time reception staff to join the successful team at Century 21 Armour. Office facilities are excellent, hours are flexible, staff are friendly.

You must be a good typist, organized and with a great telephone manner. Above all must be friendly - we love smiles!

Enquiries to
Evelyn McGivery
471-2121

RECEPTIONIST

For full time work in small but busy office at Woodbine & Steeles.

475-3753

Help Wanted

294-4331

FAX: 475-2400

640-2400