

We're In Your Neighbourhood! Welcome to Drake Office Overload!

Whether you're available for temporary work for a day, a week or on a regular basis — drop by and register. We'd like to offer you some of the very best temporary office positions — close to home! Drake offers, \$ top dollars \$, great bonuses too!

Turn your free days
into
PAY DAYS!

DRAKE OFFICE OVERLOAD

MARIE BURKE
471-8553
2ND FLOOR, 5871 HWY. #7
MARKHAM - WEST OF HIGHWAY #48

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

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



Farquharson
REAL ESTATE
SECRETARY

This position required a Girl-Friday with fully developed skills in all aspects of secretarial duties, some bookkeeping preferred. Start mid-October. Located at Hwy. 7 & Woodbine. 9-5 Monday-Friday.
Marlene 475-6266



requires
**PART TIME
SWITCHBOARD**

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

Norma Currie
294-1372

Operating Systems Configuration Clerk

What do you look for in a job? Growth potential? Increasing responsibility? Friendly work environment? Good salary and excellent benefits? That's exactly what you will find at MAI Canada, Ltd., because we know it's important to attract and keep good people!

In this position, you will process orders and ensure that completed media is shipped to our appropriate sales branches. What do you need to qualify? A high school diploma and at least one year of clerical experience with computer knowledge or computer operating experience.

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

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



TEMPORARY/PERMANENT

Positions available for people with secretarial / clerical skills. Woodbine / Steeles area.

Call Now
JOAN RAWN
479-1811



Here is your opportunity to grow and develop with an organization who are leaders in human resource development and training. Due to expansion of our company we are offering the following position:

RECEPTIONIST: Well-groomed person with good telephone skills, to handle busy phone lines and perform a variety of office functions. Drivers License, typing (45 wpm), and organizational skills are necessary.

Please send resumes to
THE TRAINING CORPORATION
300 Steeles Avenue East
MARKHAM, Ontario L3R 4T9
Or Call 477-7580

PURCHASING ASSISTANT

Leading Cable T.V. distributor in Markham requires a purchasing assistant reporting to the purchasing manager. The individual should be well organized, experienced with computerized systems and able to deal effectively with suppliers. We seek a 'self starter' who can work with little supervision in a pressurized environment.

The company offers a competitive salary based on experience and a complete benefit package.

Please forward resume to
120 Gibson Drive
Markham, Ontario L3R 2Z3
Or Call 475-1030
CINDY RAWSON

RECEPTIONIST / CLERK TYPIST

We are a leading manufacturer of Cedar Solariums and require a full time person with good numbers, typing and telephone skills, for our new reception area. Must be able to work with minimal supervision.

For interview call
KARKI PERMA-WOOD
475-5458

RECEPTIONIST/ TYPIST

Person required immediately for Medical Supplies Distributor in the Warden/Steeles area. Good telephone manner to handle small telephone set. Excellent typing required.

Send resume to
**DIRECTOR OF
ADMINISTRATION**
SHERWOOD MEDICAL
475 Hood Road
Markham, Ont. L3R 8H1

RECEPTIONIST

Paradoc Investment Inc. requires 2 bright, outgoing personalities to join our office staff. If you enjoy dealing with the public and can type 45 w.p.m., please talk to us. Salary plus benefits, plus bonus.

Personnel Office
497-2721

SENIOR SALES SECRETARY/ OFFICE ADMINISTRATOR

We are a dynamic fast-paced computer company which requires a senior sales secretary to effectively run the office. The position responsibilities include: heavy word processing, sales support, order entry, supplier interface and minor computerized booking.

We are looking for someone who has excellent word processing skills and will train on our specific software, Word Perfect.

This position is demanding and requires an individual who can work on their own, in a non-smoking environment, with little direction and who is able to take charge.

Forward your resume or call
Elizabeth Harrison
Goldcrest Marketing
550 Alden Road, #210
Markham, Ontario L3R 6A8
416-470-1452

OFFICE POSITIONS

- Required Immediately -
Woodbine/Steeles area

• **ACCOUNTING CLERK** for computerized A/R, A/P and collections. Typing required.

• **PART TIME TYPIST/RECEPTIONIST** - flexible hours.

Must be independent worker and have strong communication skills.

Forward resume to
Sluyter Co. Ltd.
375 Steelcase Rd. E.
Markham, Ontario
L3R 1G3

Markham office requires the following:

- **TELEPHONE CLERK - CUSTOMER SERVICE**
Must have excellent communication skills.
- **CLERKS**
For mailroom duties.
- **DATA ENTRY OPERATORS**
Must have 40+ wpm typing. Primarily alpha/numeric entry.
- **RESEARCH/FILING CLERKS**
For proofreading and numeric filing.
- **JUNIOR CORRESPONDENCE CLERK**
Must have 40+ wpm typing. Correct spelling and grammar, a must.

We are recruiting enthusiastic, self-motivated people to train in all areas. Must have good verbal & written command of English language. Located near Warden/Steeles. For more information call 477-4420.

ADMIN. ASSISTANT/PERSON FRIDAY

A "take charge" person for small company in computer industry.

- WordPerfect skills required
 - Accounting experience an asset
- Steeles/Woodbine area
470-0306

BILLING/ DATA ENTRY CLERK

National transportation company requires a permanent part-time person to work in Billing department.

Good typing skills a must. On-Line experience preferred.

Hours are 5 pm. to 9 pm., Monday to Friday, some Saturday work also available.

Reply in strictest confidence sending resume to:

Clarke Transport Canada Inc.,
P. O. Box 32, Concord, Ontario L4K 1B2
Attention: M. Tierney

CUSTOMER SERVICE/ ORDER DESK

Computer entry skills required. Modern offices, salary plus benefits.

Warden/Steeles.

CALL **SHIRLEY KORMOS**
477-0011

COMPUTER PERSON / PERSON FRIDAY

Interesting junior position now open at our new non-smoking office in Beaver Creek area of Richmond Hill. Must have 50 w.p.m. typing good English ability, some computer experience an asset - but not required. Duties will be split between the computer and office work including: typing, filing, answering phone etc. Excellent working environment, relaxed atmosphere, potential for advancement! Please call:

764-5511

RECEPTIONIST (Part Time)

Required immediately to work alternative nights and weekends in real estate office located at Hwy. #7 and Hwy. #48. Typing required.

Call **Nancy Lawson**
Weekdays from 10 - 5 p.m.
294-2990