

BEAT THE FEBRUARY BLAHS!!!
EARN MONEY FOR THAT WINTER GETAWAY
 Long & short term assignments available immediately.
 • TYPISTS
 • RECEPTIONISTS
 • WORD PRO OPERATORS
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521 Highway #7, Suite 305, Markham

MARKHAM RECEPTIONIST/ OFFICE SERVICES
Ideal for someone getting back into the workforce
 A mature and responsible person with excellent communication and organizational skills and a high energy level is needed for this busy office. Experience with wordprocessing is an asset and typing is essential.
 Call For An Appointment
 Tammy Brooks
 967-3400
VARI-STAFF LIMITED
 1240 Bay at Bloor

Century 21
 ARMOUR REAL ESTATE INC.
FULL TIME RECEPTIONIST/ TYPIST
 Required in busy but crazy real estate office!
 Excellent salary in return for good people skills, real estate knowledge, typing and telephone expertise, and a great big smile!
 Call Paula Parente
477-2533
 P.S. We need part-time help too!

OFFICE MANAGER
 Bookkeeping, Inside Sales, Word Processing and Administration experience required.
ITC SYSTEMS
 754-0208

Clerical Position
 Full-time position with School Bus company in Gormley, to handle the following duties:
 Charter quoting, general office duties, computer entries.
 Applicants should possess good typing skills and have a pleasant telephone manner. Accustomed to working in a busy office. Knowledge of York Region an asset. Good company benefits.
 Call Alberta Witluk
SIMCOE TRANSIT
 888-1938

The Prudential Insurance Co. of America
 Has an opening for a **JR. CLERK/TYPIST**
 TEMPORARY position — to cover maternity leave.
 Must have grade 12, 40-50 wpm; fluent in English.
 Apply by phone
475-7271
 (Mrs. Rick)

CHECK YOUR ADS FOR ACCURACY ON THE FIRST DAY.
 The Markham Economist & Sun cannot be responsible for the cost of more than one incorrect insertion. Any errors in the Classified Ads Section should be called to the attention of the Classified Department on the first day of publication.
 Call
294-2200

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OFFICE OVERLOAD

5871 Highway #7
 2nd Floor
 Markham
 West of Highway #48



Receptionist
With A Polished, Professional Approach
 This position is in our Sales Department so you know what that means... fast-paced, energy-plus atmosphere. We're relying on you to professionally and courteously handle our customers/visitors in person and over the phone as you efficiently operate a very busy switchboard.
 The person we seek brings a Grade 12 Diploma, with emphasis on secretarial training. Interpersonal skills and patience are also essential for this role.
 We're MAI Canada Ltd., one of the country's leading suppliers of micro/mini computer systems, software and service and in joining us, you join a leader!
 Please send your resume to:

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

ACCOUNTING CLERK REQUIRED
 Various clerical duties.
 Computer input experience necessary.
 Bookkeeping experience an asset.
GORMLEY LOCATION
773-2000

Woodbine/Steeles
CLERICAL POSITIONS
 • Non-smoking office
 • Good telephone manner
 • Typing and miscellaneous office duties.
 Call Carmela
475-1661

RECEPTIONIST Part Time
 Required for hairdressing salon in Markham.
294-5465

TYPIST JUNIOR POSITION
 Victoria Park and Steeles
 Full time position. Duties include: invoice typing and filing - accuracy important.
 Call Annette Bates for interview
475-2102

still growing...still caring
Unit Secretary Operating Room
 Interesting full-time opportunity for individuals available for a permanent evening shift (3:30-11:30), Monday to Friday. Candidates will have general office experience, preferably with some exposure in a medical environment.
Admitting Clerks
 Permanent part-time opportunities in our busy hospital admissions area require candidates to work 60+ hours per month, and have some flexibility to work day, evening, night and weekend shifts. General office experience is required. Health care benefits are subsidized.
 For more information, please contact Human Resources, 883-2250.

 york central hospital

TWO LEGAL SECRETARIES required
 For real estate and commercial practice. Word Processing is required.
 Send resume and salary expectations to:
Cattanach, Hindson, Sutton & Hall
 52 Main St. N.
 Markham, L3P 1X5
 294-0666

FIELD REPRESENTATIVE SALES DEPARTMENT
 Due to expansion, a vacancy has become available for a Field Representative to work out of our Maple office.
 This position would suit an individual who has completed a minimum of Grade XIII, is articulate, detail minded and prepared to travel. Preference will be given to an individual with 2 to 3 years Automotive aftermarket sales experience in Ontario.
 A generous remuneration and benefit package will be offered to the successful applicant.
 If interested, please forward your resume, in confidence, to:
 Mr. A. Manze,
 Manager, Human Resources
BATTRONICS INC.
 8301 Keele St., Maple, Ont., L6A 1T2

Secretaries ...
Apply your Talents ...
 ... and we'll give you the opportunity for career growth and development in an environment which is team-oriented and dynamic. At Nestlé, we are proud of our reputation as a leader in the food and beverage industry. We also take pride in our employees' commitment to providing exceptional secretarial support. We currently require talented individuals with related secretarial experience for the following departments and locations:
 Customer Service & Personnel Departments — Don Mills
 Sales Department — Markham
 If you have word processing skills, are an excellent communicator, and possess an organized and mature approach to your work, then send your resume, in confidence, to: Monica Beaugard, Recruitment Coordinator, Nestlé Enterprises Limited, 1185 Eglinton Avenue East, Don Mills, Ontario M3C 3C7.


RECEPTIONIST/ TYPIST
 Software company
 Markham area
 Call
 Debra DeLaire
340-1480

Pot Pourri
 Accounts Payable Clerk
 Our head office has an immediate opening for an experienced Accounts Payable Clerk.
 Computerized system.
 Warden/Steeles, Markham.
 Call Jocelyn,
475-1095

PART-TIME SECRETARY
 General office duties, 9 a.m. - 2 p.m., 5 days a week. Salary commensurate with experience.
 CALL
475-3844

ASTHMATICS PAID VOLUNTEERS WANTED
 MUST HAVE ASTHMA which requires daily medication and be available during the weekdays for clinical trials.
 We offer a smoke free environment. For more information please call:
LEA OR DEBBIE
471-7200

COMMITTEE SECRETARY
 \$32,439 - \$36,550 (1988 Rates)
 The Regional Clerk's Department requires a qualified person to perform committee work of a complex nature. The successful candidate will prepare agendas, notices, associated correspondence, minutes and reports for various committees and Council.
 Qualifications:
 • Must possess shorthand or speedwriting to transcribe committee proceedings.
 • Previous related work experience, preferably in a municipal environment.
 • Ability to organize complex material and meet rigid deadlines.
 • Ability to establish and maintain a co-operative working relationship with staff and the public.
 • Possession of a M.C.T. designation an asset.
 • Must have a vehicle and be willing to work beyond normal office hours, as required.
 Quoting Competition No. 89-046, resumes to reach this office no later than Feb. 24/89.
 Human Resources Department
 The Regional Municipality of York
 P.O. Box 147
 Newmarket, Ontario
 L3Y 4W9
 FAX: (416) 895-4232


ACCOUNTING HELP
 - Bookkeeping experience
 - Good salary and benefits
 Call for an interview
477-4809

RECEPTIONIST/ TYPIST
 WOODBINE/ STEELES AREA
 Required immediately. Must have excellent command of the English language. Good typing skills and pleasant telephone manner.
 Call LINDA
475-6011