

Office Help

BILINGUAL POSITIONS

\$20,000 - \$25,000
(Benefits)

Located in the Finch and Victoria Park area, our client is a large international company. They are looking for 2 individuals to fill two separate positions. The first position demands a fully bilingual individual who will work as an administrative assistant. The second position requires a senior typist who can type accurately in French.

\$24,000
(Benefits)

Situated in the Woodbine and 16th area of Markham, our client specializes in the distribution of medical equipment. They require a bilingual customer service clerk to work in their shipping and receiving department. Prerequisites for this position include computer experience and a car.

For more information about these and other positions.

Call Rick or Astrid
at
492-8502



FULL TIME TELLERS ALSO, PART-TIME TELLERS

Approximately
10 hours/week
\$8 per hour

STOUFFVILLE CREDIT UNION

Call Margaret
640-2811

First City

MANAGEMENT
SERVICES LTD.

SECRETARY

Entry level position in Real Estate Management Company. Excellent typing skills required. Non-smoking office.

Please contact
S. Culin at
477-9200

PERSON FRIDAY

For Deloitte Haskins & Sells

Duties will consist of data entry, filing, mail and switchboard relief. Please mail your resume, in confidence to:

E. Thompson
Deloitte Haskins & Sells
250 Consumers Road, Suite 906
North York, Ontario M2J 4V6
(FAX - 497-4009)

Deloitte
Haskins & Sells

*Moving to Hwys. 7 & 404 - Oct. 1st.

PERSON FRIDAY 4 DAY WEEK

Full time English speaking person required immediately for a very busy service oriented business. Must be able to handle busy telephones with pleasant manner, process orders and general office duties. Will train on IBM computer. Require a positive work attitude, good health and ability to handle stressful situation. Excellent benefits. 8:30-4:30.

294-5737
for interview



ONE OF THE STRONGEST INTERNATIONAL MANUFACTURERS OF COMPUTER PRODUCTS

The VTECH Group, with sales of over 300 Million Dollars (U.S.) employs over 7,000 personnel. Distribution centers are based in Hong Kong, London, Amsterdam, Chicago, Los Angeles, Portland, Australia and in May of 1987, established VTECH Computers (Canada) Ltd. With sales, service, or distribution centers now located in every major city in Canada, VTECH continues its dynamic growth within the largest Canadian facility located in Markham, Ontario. VTECH's aggressive, systematic growth has provided for outstanding career opportunities and requires:

ACCOUNTING CLERK

An outstanding entry level position. We are willing to train the right candidate in • data entry • filing • account reconciliation • and general accounting duties. The applicant should possess accurate basic typing skills. An understanding of general accounting and office procedures would be an asset.

For confidential interview please send resume to:

VTECH Computers (Canada) Ltd.
170 Alden Road, Unit #2
Markham, Ontario L3R 4C1
Attn: Paul Cheung

TYPISTS

BETTER
&
BETTER

That's how you'll feel about us
and the assignments we select
especially for you!

JUNIOR, INTERMEDIATE & SENIOR POSITIONS AVAILABLE

- We pay top-rates for your skills
ALSO NEEDED
- RECEPTIONIST
- DATA ENTRY OPERATORS
- CLERKS

CALL TODAY & START
ENJOYING WORK
479-6900

5071 Hwy. #7, Suite 205
(at McCowan), Mkm. Ont.



SECRETARY

Markham Manufacturer has an opening for a Secretary with at least 2-3 years experience. Applicants must have 60 WPM typing, good organizational skills, aptitude for figures, good spelling and grammar and pleasant telephone manner. Shorthand and word processing in Word Perfect Software an asset.

Shepherd Products Ltd.
Hwy. 7 & Kennedy Rd. area.
Call Teresa Pugliese at:

475-6454

WE PICK WINNERS MARKETING SECRETARY

\$21,000-\$22,000. Use your people skills to the maximum, and enjoy a busy and rewarding career with a market secretary edge. Looking to use your top organizational ability? Look no further, this growing company can change you and offer a variety of duties. Excellent benefits and congenial co-workers. Order #K7341.

RECEPTION/CLERK

\$18,000. A team atmosphere is waiting for a bright, pleasant, enthusiastic receptionist to add to their great office. If you have any reception experience and if your communication skills are top-notch this is a great opportunity for you. Full benefits, good advancement opportunities and a great work environment will be offered. Order #K7352.

CUSTOMER SERVICE

\$20,000-\$22,000. You could be an important part of this small company that needs an individual who understands the importance of treating the customer with the utmost care. If you have any customer service experience and if you are familiar with computers then call us now. Order #K7349.

RECEPTIONIST/TYPIST

\$18,000-\$20,000. Do you present a professional image, have good telephone manner, typing skills and love doing reception? Lots of people contact and typing will make your days fly by. Wordprocessing skills would be an asset only. Beautiful offices. Excellent benefits. Order #K7142.

DATA ENTRY POSITIONS

\$20,000-\$24,000. We have 2 super data entry positions, one bilingual and one unilingual. Your aptitude for figures and computer experience will be appreciated in this fast-paced environment. Activities include typing, data entry and switchboard relief. Exposure to Lotus 1 2 3 is an asset. Join a well known firm with excellent benefits. Order #K7325.

MARKETING ACCOUNT CO-ORDINATOR

\$20,000-\$25,000. 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 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 #K7051.

These are just a few of the many positions available

NO APPOINTMENT NECESSARY
CALL DIANNE KEIL OR KAREN BAKER
at 471-8551

5871 HWY. #7, 2ND FLOOR, MARKHAM
EVENINGS BY APPOINTMENT

**DRAKE
PERSONNEL**

SALES SECRETARY

CB ENGINEERING has an opening for a full-time Sales Secretary in it's Richmond Hill office. In addition to four years of secretarial experience the successful candidate should possess word processing skills and be capable of typing in excess of 55 wpm. The position offers an attractive salary and benefit package. Interested parties should contact:

C B ENGINEERING LTD.
#1, 55 WEST BEAVER CREEK RD.
RICHMOND HILL, ON. L4B 1K5
ATTENTION: GENERAL MANAGER
(416) 731-0225



RECEPTIONIST

White-Rose requires a receptionist with pleasing personality and good telephone voice. Some Typing required.

Apply in person to:
J. BAKER
4038 Highway #7
Unionville, Ontario

IMMEDIATE OPPORTUNITIES

Progressive company in Markham has the following positions open:

RECEPTIONIST/TYPIST

Candidate must have excellent communication and typing skills.

DATA PROCESSING/BILLING CLERK

Qualifications: knowledge of data entry on terminals and strong organizational skills.

COME JOIN OUR TEAM!!!

Send your resume or phone.

J.G. O'Breza
CANSTRUT GROUP OF COMPANIES
55 Valleywood Dr.,
Markham Ont. L3R 5L9
474-9128 or Fax 474-9221