

Office Help

**S.M.A.D. ASSOCIATES**

**RECEPTIONIST**

Would you like to work at a company where the receptionist is considered an IMPORTANT member of the staff?

Would like to work in a pleasant working environment with a dynamic leader in the manufacturing/engineering field right here in Markham?

If you answered "yes" then you owe it to yourself to look into this opportunity. The position includes a full benefit plan, competitive wages and the opportunity to develop your skills.

Those interested should call or write to  
Dean J.C. Sawas - S.M.A.D. Associates

35 Hallam Road, Markham, Ontario L3P 5Z1  
Telephone 294-8844 Fax 294-8339



requires

**PART TIME RECEPTIONIST**

(weekends)

A good telephone manner and typing skills of 50 w.p.m. is all that is required.

Call Gail  
**294-1372**

**PERSON FRIDAY Required**

Experienced person with some accounting knowledge, typing, filing and familiarity with computers. Send resume to the:

Accounting Manager  
**STANDARD AGGREGATES INC.**  
P.O. Box 210  
Rodick Road  
Markham, L3P 3J7

**RECEPTIONIST FULL TIME**

Required for Dental office. Duties will include general office procedures.

Please send resume to  
P.O. Box 585  
Stouffville, Ont.  
L4A 7Z7

DESKIN SALES, one of the leading suppliers of power protection products in Canada, requires an aggressive and organized individual to join our Head Office team as a:

**JUNIOR SALES SECRETARY**

This role will test your ability to prioritize a wide variety of general office duties including switchboard relief and mail distribution.

Knowledge of Wordstar, Wordperfect and Lotus preferred. Good typing skills a necessity.

Your efforts will be rewarded with a competitive salary and a wide range of benefits. For immediate consideration, please forward your resume with salary expectation in confidence to:

**DESKIN POWER SYSTEMS GROUP**  
155 Clayton Drive  
Markham, Ontario  
L3R 5T9  
Attention: Harry J. Patrinos

**RECEPTIONIST-VETERINARY ASSISTANT** required  
Mount Joy Animal Clinic  
**294-6100**

**RECEPTIONIST**

Full-time

For Construction office in Gormley.

To answer telephones, typing and miscellaneous duties.

Please call:

**887-5292**

**RECEPTIONIST/TYPIST**

Required by service company in Markham. Duties include: telephone, typing and general assistance to other departments.

Must be reliable, have pleasant telephone manner.

Call Marg  
**475-3000**

**JR. CLERICAL POSITION**

with opportunity to advance within general Insurance Brokerage office. Neat appearance and good work habits are required.

Located on Woodbine at John St.

To arrange an interview please call:

MR. B. EAMES  
**475-7500**

**RECEPTIONIST**

For pleasant new office in Aurora. Experience on ACCPAC an asset. Apply to:

**B&S Emblem Ltd.**  
140 Englehard Drive,  
Aurora  
**773-7733**

Established Markham based computer wholesaler immediately requires

**JUNIOR OFFICE CLERK**

For entry level accounts receivable position. Only ambitious self-starters need apply.

PLEASE CONTACT:  
Mr. Trinca or  
Miss Monschein  
at  
**470-1212**

**Economist & Sun**

The Administration Department

requires

**EVENING RECEPTIONIST**

3 evenings per week  
Monday, Wednesday,  
Thursday  
4-8 p.m.

also

**PERSON FRIDAY Part-time**

For interview please call:  
Chris Bertram  
Office Manager  
**294-2200**

**MAJOR VIDEO TAPE DUPLICATOR**

Requires a **receptionist/ clerk typist** to handle telephones & various office duties. Good command of English language and typing skills essential.

For an appointment call **Christine 886-8273** between 10 am and 5 pm.

Located at Leslie and Hwy. #7 area.

**SHADEX**

Manufacturer of quality window coverings, requires

**RECEPTIONIST/ ORDER DESK PERSON**

Full time experience preferred.

Call  
**475-8235**

**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**

**BEST JOB FINDERS IN MARKHAM**

**ACCOUNT CO-ORDINATOR**  
Denison & Birchmount

\$20,000-\$25,000. Our client, a well established direct mailing firm, has an immediate opening for a bright individual with print products background or direct mailing experience. Good organizational ability, detail oriented and computer exposure are the keys to this position. Super benefits, great team environment and room to grow. Call today. Order #K7259.

**INTERMEDIATE SECRETARY**  
Woodbine & Steeles

\$20,000-\$24,000. If you enjoy a challenge in a busy environment — don't delay! This established company offers a wonderful package for someone with good organizational skills. Experience in scheduling appointments, setting up meetings and general secretarial duties. Multitask exposure an asset only. A day filled with variety awaits you. Excellent benefits and growth are offered. Order #K7340.

**PERSON FRIDAY**  
Warden & Denison

\$18,000-\$22,000. 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. Beautiful offices and super team atmosphere. Order #K9086.

**DATA ENTRY**  
Warden & Denison

\$19,000-\$23,000. Good data entry experience and a professional attitude could get you a great position in this large high-tech company. You will be kept busy as you do the data entry in the accounting department, some IBM or Lotus exposure is a definite asset. Good benefits, pleasant co-workers and a nice environment will be offered. Order #K9088.

**5 RECEPTION POSITIONS**  
Markham area

If you have good communication abilities and some office skills then you'll have a choice of five excellent opportunities right in the Markham area. Some Word processing experience is an asset. Why not call us now and pick the position you want.

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**

**SWITCHBOARD OPERATOR**

This position is required for the reception in our Markham office and involves answering our switchboard, greeting guests and other general office duties. A pleasant personality and a good telephone manner are a must. Minimum grade 12 preferred. If interested please call:

R. HARRINGTON  
**477-0030**

**TYPIST REQUIRED**

With good telephone voice and general office skills.

Steeles / Warden / 14th area.

**475-8232**

**WORD PROCESSOR TRAINEE**

This is an excellent opportunity for a well organized individual with excellent typing skills and good spelling and grammar with at least 1 year experience on a word processing system with dicta.

We offer a good starting salary and excellent benefits in a pleasant work environment.

**A.C. NIELSEN COMPANY OF CANADA LIMITED**  
160 McNabb St.  
Markham, Ont. L3R 4B8  
**475-8048**

**SECRETARY**

Accurate typing.  
Word processing experience and general office duties.

**494-4914**