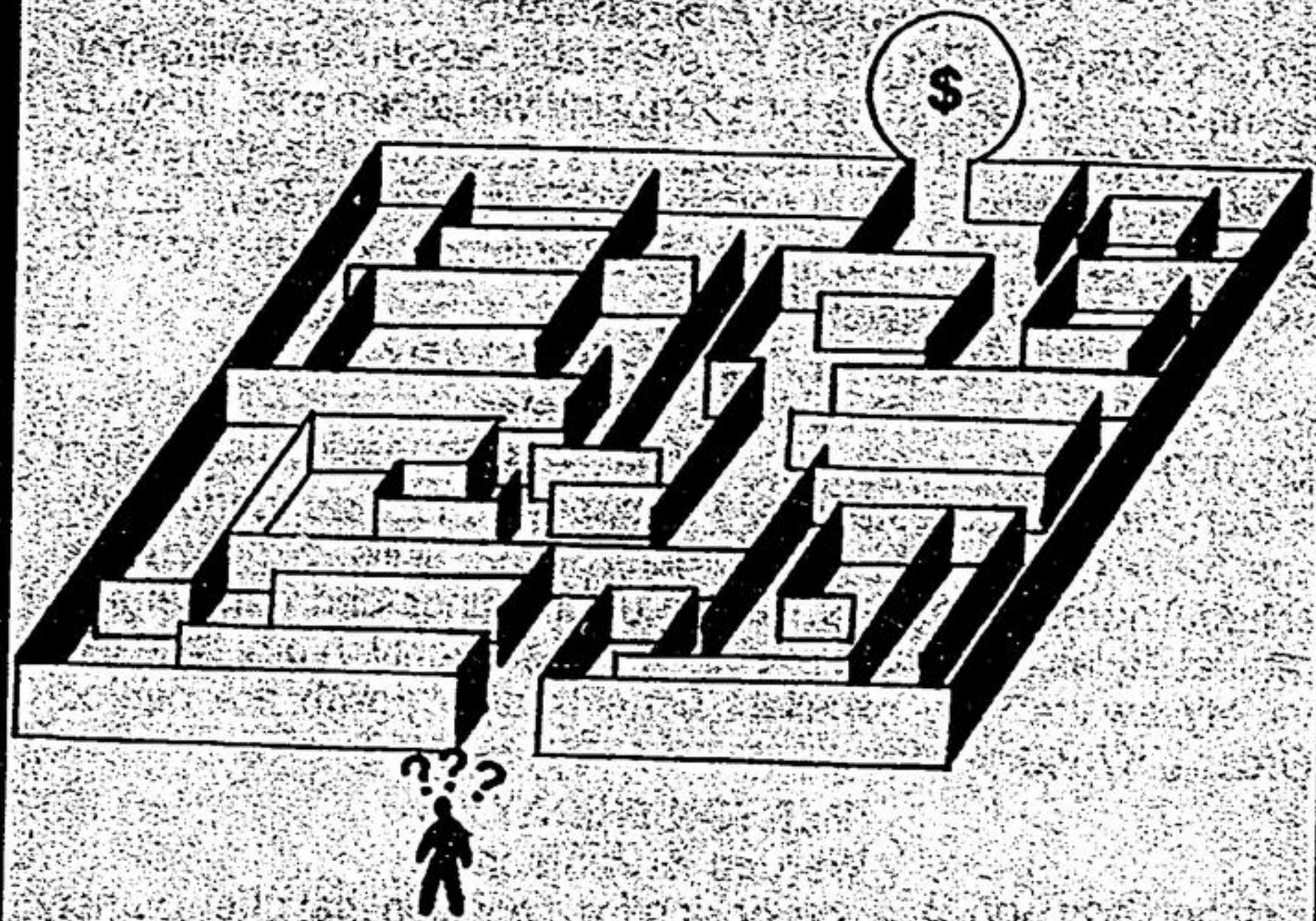


Office Help

At Hunt Personnel, Temporarily Yours we know exactly what opportunities exist and where. There is no guesswork, no aimless direction. Our candidates are provided with the finest personnel service in Canada. For you this means one thing: RESULTS!



If you have decided that enough time has been spent "wandering the maze", give us a call and find out more about the following position and other opportunities that are yours for the asking.

RECEPTIONIST
(Markham)

\$20,000 + (Benefits)

Our client is a medium sized company. They require an individual who has excellent English communication skills and enjoys a fast-paced work environment. There is some typing involved and Wordprocessing experience would be a definite asset. If you enjoy being part of a winning team and the idea of making a positive contribution sounds exciting to you, then pick up the phone and find out more about this great opportunity.



Call RICK or ASTRID
492-8502

INTERIM PRODUCTION CLERK

Large commercial printer requires an interim production clerk to replace person on maternity leave. Responsibilities will include processing of invoices, control of paper inventory, preparation of production reports, and occasional switchboard relief.

Experience in the printing industry would be an asset but is not required.

Term of employment will be September 1989 through January 1990. Salary is negotiable dependent on experience. Hours will be 8:30-4:30 Monday-Friday.

Applicants may apply in person at or send resume to:

Metroland Printing
Modified Heatset Division
125 Nashdene Rd.
Unit #2
Scarborough, Ont.
M1V 2W3
NO AGENCIES PLEASE



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



RECEPTIONIST/TYPIST

Local Real Estate office requires an energetic enthusiastic person with a pleasant telephone manner and typing skills. Needs a car, non-smoking environment.

Starting Aug. 28/89
(Hwy. #7 & Kennedy)

Please contact Debbi at
477-2223

WORD PROCESSORS

BONUS
BONUS
BONUS

\$100.00 BONUS!!

We urgently need the following Word Processors for long & short term assignments in Markham, Richmond Hill & Unionville:

- DecMate by Digital
- WordPerfect 4.2 & 5.0
- Multimate
- Wang
- Samna

and we'll pay you a \$100.00 bonus if you have any one of them!

We offer:
• Free cross-training on most popular word processing packages
• Statutory holiday pay
• Referral bonus

REGISTER NOW FOR WORK IN SEPTEMBER
*Clip and bring this ad when you register and we will pay you \$100.00 after your first 80 hours worked for CDI's Markham branch.

CALL TODAY!
479-6900

MARKHAM
5071 Hwy. 7, Ste. 205
(at McCowan)



Our Key Entry Division has openings for:

JUNIOR DATA ENTRY OPERATORS

Hours: 8:30 a.m. - 4:30 p.m.

For an appointment please call:

Reddie
475-6060 ext. 373
Mohawk Data Sciences
Warden and Steeles



requires
MAIL PERSON

Duties to include: dating, sorting and distribution of mail to various departments, packing of daily in-house courier, typing of order forms, charging of supplies, and general office duties. Pleasant motivated persons need apply.

Please call
Mrs. Phyllis Perkins
Family Trust
Corporation
470-1111 ext. 444



KIDS BACK TO SCHOOL? WHY NOT COME BACK TO WORK?

The kids are learning all day long, and we can help you ease back into the work force and get paid to learn! From September to June you could have an opportunity to learn switchboard, computer input, even Word processing at a pace that YOU set. Take off Christmas, March break, or any time that you need in-between. You'll find us to be warm, helpful and understanding to your needs. Call us with absolutely NO obligation to register to see if we are the ones to ease you back into the work force. Our service is free for you. Call Carol or Teresa

Call Carol or Teresa

477-7557



TEMPORARILY BROKE LET'S TALK!



We have immediate openings in the North Scarborough and Markham areas for the following temporary and permanent positions.

- WORD PROCESSORS to \$16./Hr.
(Wang, Wordperfect 4.2 + 5.0, multimate, Display Write 3 + 4)
- DATA ENTRY OPERATORS to \$12./Hr.
- DICTA TYPIST to \$12./Hr.
- PERSON FRIDAY to \$11./Hr.
- RECEPTIONISTS to \$10./Hr.
- BILINGUAL CUSTOMER SERVICE \$12./Hr.

You'll find us to be warm, helpful and understanding to your needs. Call us with absolutely no obligation to register to see if we are the ones to ease you back into the work force. Our service is free to you.

For immediate placement call:
Carol or Teresa
492-8502



JR. CLERK

We are actively seeking a self-motivated, mature person for general office duties to work in our Project Department. Full company paid benefits.

Apply in person to: Mrs. D. Gillespie
C & M Products
189 Bullock Drive, Markham
* NO PHONE CALLS PLEASE *



Requires a full time:
CHARTER CLERK

A pleasant telephone manner, good attendance record and typing skills are required.

Apply to:

B. Warton
30 Heritage Rd.
Markham
294-5104