

Office Help

525

BE A WINNER WITH DRAKE

RECEPTION/SECRETARY
Warden & Denison

\$17,000 - \$20,000. An exciting opportunity awaits you in this fast growing company. Use your top organizational talents to handle a variety of secretarial tasks in this busy environment. Data entry experience and computer knowledge an asset. Excellent benefits, friendly co-workers and super environment. Call today for details. Order #K7288.

ACCOUNTS RECEIVABLE
Newmarket

\$18,000 - \$20,000. Our client, a large well established publishing company located in Markham is moving to Newmarket! If you have any accounts receivable experience or a good aptitude for figures our client wants to meet you. Full benefits, excellent growth potential and a great environment will be offered.

CREDIT & COLLECTIONS
Denison & Birchmount

\$23,000 - \$25,000. Outstanding opportunities will be yours when you join this team of professionals. Are you details oriented, able to handle high volume and make credit decisions, then look no further. Good communication skills, strong organizational ability and minimal of 2 years experience is all that is required. Order #K8042.

2 BILINGUAL POSITIONS
Markham area

Join one of these two well established Markham companies and utilize your French abilities.

SENIOR SECRETARY - Birchmount and McNabb, Secretary to President - \$28,000 - \$32,000.

CLERK TYPIST - Alden and 14th, 35 wpm typing - \$18,000 - \$22,000.

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

Business Services

791

WE DO IT BETTER.
Personally
COLLEY, BORLAND & VALE
INSURANCE BROKERS LIMITED

COMPLETE INSURANCE SERVICES



RUTH ARMSTRONG - BROKER
642-0651
Serving the Community Since 1965

TOTAL ACCOUNTING - Financial statements, income tax, business or personal. Please call 705-228-1062.

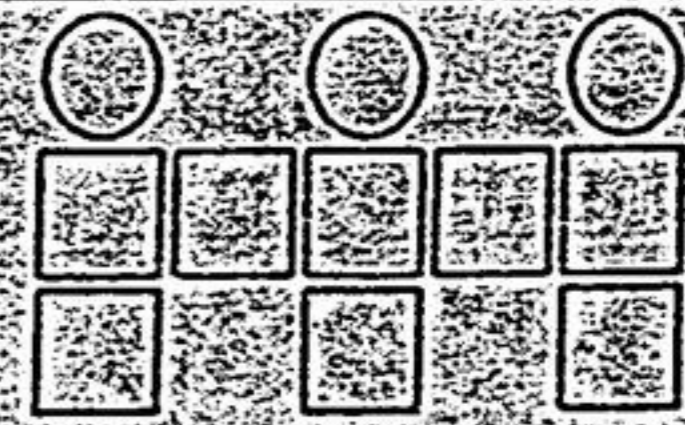
Snowmobiles 240

1987 Arctic Cat, Eltigré 5000. Mint condition, loads of extras. Asking \$4000. Call Gerrit, 841-1394.

Can you get AIDS from working with someone who has AIDS?

NO! Get the facts. Let's Talk. Call the Ontario Ministry of Health AIDS Hotline 392-AIDS.

Registration



THE MARKHAM STOUFFVILLE FAMILY LIFE CENTRE REGISTER NOW!

COURSES FOR FAMILY LIVING IN STOUFFVILLE
EFFECTIVE/POSITIVE PARENTING

(Learn how to change parental frustration into tolerance and impatience into nurturance)

Wednesdays - 7:30 - 9:30 p.m.

Tuesdays - 9:15 - 11:15 a.m.

LIVING WITH TEENS

(A forum in which to learn and share strategies for improving relationships with your teens)

Thursdays - 7:30 - 9:30 p.m.

THE FAMILY AND THE AGING PARENT

(Offers practical coping devices and emotional support for taking care of a dependent older person)

Tuesdays - 7:30 - 9:30 p.m.

All courses at 20 Freel Lane, Stouffville

Call 642-0032 to Register Now!

Courses begin in October.

The Tribune
640-2100

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

Insurance

790

ATTENTION BUSINESSES!

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The Tribune
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