

Careers Careers

525

office help

PART-TIME RECEPTIONIST

We are an engineering consulting firm located on Woodbine near Steeles. We require an outgoing, enthusiastic individual to provide reception (15 lines) and clerical duties three days per week - Wednesday through Friday, 8:00 a.m. to 5:00 p.m.

An excellent command of the English language is required as well as a strong knowledge of computers.

Please forward your resume by January 20 to:

COSBURN PATTERSON MATHER
7270 Woodbine Ave., Suite 300
Markham, Ont. L3P 4B9
fax: (905) 474-9889

We appreciate all applications, however, we are only able to respond to those selected for an interview

ACCOUNTS PAYABLES / SECRETARY / RECEPTIONIST

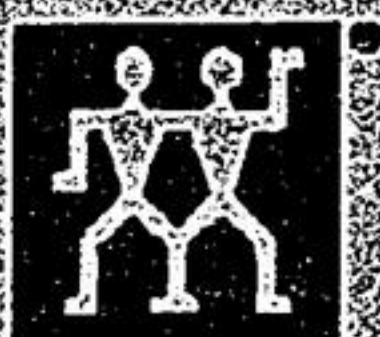
Residential Development Company located at Markham Road and Steeles Ave. requires a part time / full time mature individual who is self-motivated, well organized with excellent English that likes to work independently in a small office environment responsible for all general office duties. The position requires an experienced bookkeeper who has good communication skills and telephone manner, a full working knowledge of the "Bedford or Simply Accounting" program (or equivalent), Windows with MS Word and Excel experience an asset. Fax resume to 416-291-7424

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Mr. Peter Hardtke
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Human Resource Administrator
(905) 475-6495

BT Canada Ltd., 195 Royal Crest Court,
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Only those applicants to be interviewed will be contacted.

PLEASE SEE MORE CLASSIFIED CAREERS ON PAGE 16

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