

515 Office Help

ACCOUNTS RECEIVABLE SUPERVISOR

Wilson Office Speciality Limited requires an A/R supervisor for its Mississauga Office. This person will be responsible for the day-to-day operation of the A/R Dept. including supervision of a small staff. Applicants should have one to two years supervisory experience in a collection and credit environment. Preference will be given to those with business oriented post-secondary education. Bilingualism would be an asset.

Please call, 624-4500 Ext. 98.

COLLECTION CLERKS

Candidates should be high school graduates, assertive and capable of conducting the collection process in a professional manner. Proven experience in a collection department is required as well as excellent communication skills. Bilingualism would be an asset.

Please call Margaret Miller, 625-3335

WILSON OFFICE SPECIALITY LTD.

515 Office Help



BANK RECONCILIATION CLERK

Preference will be given for this JUNIOR position to the mature well organized person who has some working experience with bank reconciliation statements and a knowledge of cash flow projections. Typing skills would be helpful and good telephone communication skills are a must.

PLEASE CONTACT MRS. L. BARR, 255-7381
VS SERVICES LTD., 95 BROCKHOUSE RD., TORONTO, M8W 2W9

ACCOUNTING CLERK

Required for busy department. Applicants must have previous experience including accounts payable. Typing required.

Mrs. Clifford

255-4491

Holt Rinehart & Winston of Canada Ltd.

55 HORNER AVE., TORONTO

RECEPTIONIST

Experienced receptionist with pleasant telephone manner, good typing skills and a knowledge of general office duties.

CALL MRS. COX

Thursday between 10 a.m. & 4 p.m.

252-7121

Select Carton Services Ltd.

95 BROWNS LINE, TORONTO

RECEPTIONIST/STENOGRAPHER

Required immediately. Should have minimum of 2 years experience to handle incoming calls, and stenographic duties, plus general office work. Preference will be given to person having some order desk experience. We offer a permanent position, excellent starting salary, 5 day week and fully paid fringe benefits.

For appointment please call MS. ELAINE CROFT

THE MAYTAG CO. LTD.
675-3977

INVENTORY CONTROL SUPERVISOR

Required by a major Canadian company to manage their regional office inventory control department in Mississauga.

The successful applicant will have the responsibility to plan, organize and lead the activities of a small staff in order to attain department objectives.

Ideally, this person will be a high school graduate with some post-secondary education preferably related to inventory management. At least three years inventory control experience at a supervisory level as well as the ability to analyze, report and implement necessary changes is also required. Knowledge of both manual and computerized I.C. systems would be a definite asset.

Interested applicants are invited to submit a resume outlining their qualifications, related work experience and salary requirements to:

Personnel Manager
P.O. Box 848
Streetsville Postal Station
Mississauga, Ont.
L5M 2C4



DATA ENTRY OPERATOR

A position is available in our head office in the Browns Line & Evans Ave. area for a data entry operator with at least 2 years experience. Working knowledge of the 3742 is preferable but experience with key-2-disc/key to tape (alpha & numeric) would be acceptable.

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CLERK TYPIST

We have an opening available in our Merchandising Dept. for a well-organized responsible person who is accurate with figures, has good analytical ability and practical business experience reporting to a buyer.

The successful applicant must have good telephone communication skills able to compose and type correspondence and enjoy a wide variety of duties in a busy environment.

For interview, please call

MRS. J. SCOTT, PERSONNEL DEPARTMENT

Consumers Distributing Company Limited

62 BELFIELD RD., REXDALE

245-4900 Ext. 122

PERSON FRIDAY

Medical device supplier, Dixie-401 area requires a person who enjoys working with figures, typing 50 wpm, for general office duties, accounts payable & receivable experience an asset.

Edwards Laboratories
625-2957

ORDER DESK CLERK

For packaged plumbing accessories firm. Responsibilities would include customer service, handling enquiries, order processing, invoicing and reception duties, order desk experience desirable.

PLEASE CONTACT JANET FURBER

625-9301

SENIOR PURCHASING CLERK

We are an expanding company and have an opening for a new position that has just been created. We require someone with a pleasant telephone personality. Experience on an order desk or in a purchasing environment is required. Please call 259-5629 to arrange a personnel interview.

PANELL FOODS LIMITED

RECEPTIONIST TYPIST

Required, with accounts payable knowledge an asset.

Takara Co. Canada Ltd.

2076 SOUTH SHERIDAN WAY, MISSISSAUGA

822-2258

JUNIOR CLERK

Immediate position open for junior clerk in business office for file & mail duties, including some clerical work & switchboard relief. Applicant should have a minimum of grade 12, typing skills, good telephone manners & some previous office experience.

For further information please phone

Mr. B. Dyke

248-5621

WAINBEE LTD.

BELFIELD & HWY. 27
REXDALE

520 Sales Help

MALE or female, earn \$50. weekly in your spare time. Fuller Brush Co. Commission. Also full time. 864-1015.

Finding a cash buyer for that still-good typewriter you no longer use is easy when you advertise in Classified.

515 Office Help

541 Domestic Help Available

CHAR-MAID SERVICES 638-2080

Treat yourself. Let us do your regular or occasional cleaning chores. Factory, home, apartments or office.

- Floors cleaned & polished
- Furnishings dusted & polished
- Walls Washed
- Kitchen, Ovens & Appliances cleaned
- Rugs, broodloom vacuumed or shampooed
- Upholstery cleaned & polished
- Drapery cleaned

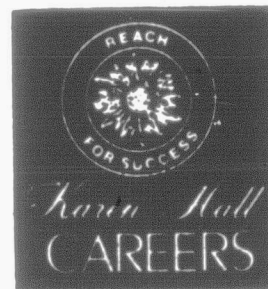
Call Us Now To Qualify for \$2.50 off with this ad

HOUSEKEEPERS, Babysitters, Cleaning Ladies, Companions. Live in or out. Temporary & permanent SOS Domestic. 868 1070

YOUNG English - Scottish ladies with highest references desire live-in positions with Canadian families. Oakville Personnel 827 5622

LADY available for daywork. Call 277-2252

560 Career Training



My New Year's Resolutions:

1. Do better in my career
2. Earn an above average income
3. Have a better job and be in constant demand
4. Have numerous advancement opportunities open to me

Are these some of the career goals YOU would like to reach?

Get Started!

Train NOW for an exciting and rewarding career as a

BANK TELLER

morning classes starting Jan. 15, afternoon classes Jan. 22, evening classes Jan. 8th.

or as a

KEYPUNCH OPERATOR

Morning, afternoon, evening and Saturday classes register now for January.

276-2683

3031A HURONTARIO ST.

"Our Graduates Get Jobs"

HOME DAY CARE PROVIDERS

Canadian Mothercraft is offering a 20 week Canada Manpower Retraining Course in private home day care. The course offers training in the skills of child care as well as practical experience working with young children in group settings. If interested call Canadian Mothercraft at 920-3515.

520 Sales Help

OPEN HOUSE

Natralife International cordially invites you to an open house to see our products & discuss full & part time positions available. Wednesday, January 3rd, 1 to 10 p.m. Valhalla Inn, Hwy. 427 & Burnhamthorpe Rd.

Natralife International

364-1220

540 Domestic Help Wanted

COMPANION congenial lady, for daily or live in situation, preferably to enjoy cooking, non smoking and drive a car. Phone 239-5306.

MOTHER'S Helpers and Sitters, full or part-time, live in or out, temporary or permanent. Dove Home Services. 787-0463.

541 Domestic Help Available

EXPERIENCED and references. Cleaning lady, Available Monday & Tuesday. Phone after 2 p.m. 278-2402.

CLEANING lady available. 749-7997.



INSIDE SALES/ORDER DESK OPEN

Put your excellent communication skills to work in this challenging position. Scientific background an asset. Excellent benefits: Dixie/Carlingview

Dicta TO \$170

Excellent spelling and grammar for this busy job plus ability to work on own. Duties include correspondence reports, filing and phones. Medium sized company. Car a must. Kipling and Evans.

CLERK TYPIST TO \$170

Excellent typist required for purchasing department of well established company. Dixie Eglinton.

JUNIOR COST CLERK \$170

Our client requires someone with at least 2 years experience in costing-to assist the senior cost clerk. Dixon Carlingview.

ACCOUNTING CLERK OPEN

A controller needs a right hand to assist in revamping system. Your enthusiasm and experience in all phases of accounting would be a valuable asset. Car essential. Dixie 401.

CALL NOW!

279-8050

3130 Dixie Rd. at Dundas

SWEDA INTERNATIONAL Dixie-Eglinton TYPIST

To perform secretarial duties for controller and office manager. Duties will include typing correspondence (minimum 65 wpm), statistical reports, and assisting billing department. Previous office experience required. Excellent company benefits.

625-6841



EXECUTIVE SECRETARY

A position offering a new challenge and involvement in a variety of projects is available at our Head Office in the Brown's Line and Evans Avenue area. The successful candidate must have excellent typing and shorthand skills, the ability to work with figures and the confidence to deal with all levels of management. A career path indicating working knowledge of both financial and legal procedures would be an asset.

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VS SERVICES LTD., 95 BROCKHOUSE RD., TORONTO M8W 2W9

SECRETARY

Responsible person, accurate with figures, some typing, one person office. Must have good telephone voice & bilingualism would be an asset.

Call 745-9555