

515 Office Help

JUNIOR ACCOUNTING CLERK

NCR CANADA LTD has an immediate opening for a Junior Accounting Clerk for our Accounting Department. Applicants should possess some accounting knowledge with Grade 12 commercial education, typing, good communicative skills and have the ability to work with a high degree of accuracy. Some previous business experience preferred. For further information, please call:

Mrs. L. Ciardullo
675-3710



NCR CANADA LTD.
5 Marmac Drive
Rexdale, Ontario

ACCOUNTS PAYABLE & ACCOUNTS RECEIVABLE

Plus a variety of duties. Responsible and diligent person is required. Some experience on an accounting posting machine will be a definite asset. Please call:

John Rada
743-3511

DUNN WELDING SUPPLY

Div. of Liquid Carbonic Canada Ltd.

SENIOR SECRETARY

To The Corporate Controller
Hwy. 27/Albion Area

We are an aggressive expanding medium sized company with an opening in our Corporate Office for a competent well groomed individual who possesses top skills including dicta and shorthand. A background in financial statements, ability to work with people and initiative a must. Please send resumes to:

BOX "KK"

c/o The Etobicoke Guardian
Classified Advertising Department

2980 LAKESHORE BLVD. WEST, TORONTO M9V 1K1

"PART TIME"

Promotions and Public Relations firm needs Secretary with good typing, ability to write own letters, and keep "off the wall" boss semi-organized. Flexible hours. \$4/hr to start. Send resume, or at least a note from your mother, to: "The Prestige Group," Box 135, Etobicoke M9C 4V2.

RECEPTIONIST/ TYPIST

Required immediately, mature person with good telephone manner and typing skills. Dundas/427 area.

CALL
279-3440

JUNIOR CLERK

Computerized accounts receivable. Experience in keying in-put preferred. Kipling/401 area.

CALL MRS. MORIN
249-8455

Telephone Dispatching & Clerical Work

Requires good telephone voice and attention to detail. Shift work.

Call 964-9326

515 Office Help

SECRETARY— PERSON FRIDAY

To run small office administration. Dicta typing, invoicing, purchasing, credit, customer relations. Good typing and clerical skills. Airport/Rexdale area.

675-6098

FILE CLERK

8:30 a.m. to 4:30 p.m.
Monday through Friday

Branch office for large insurance company located at Burnhamthorpe and Hwy. 10, Mississauga requires full time File Clerk. No experience necessary.

Please call Mrs. Payne
276-9300

AN EQUAL OPPORTUNITY EMPLOYER

RECEPTIONIST/ SECRETARY

Looking for an enthusiastic, well groomed person for this opportunity. Required qualifications are at least 1 year's experience in office work, have a pleasant telephone manner, operate a telex and have dicta skills.

Please call Tennie
274-3611

ACCOUNTS PAYABLE

Previous accounting experience required. Job also includes typing and some switchboard relief.

ROSS WEMP MOTORS
360 Rexdale Blvd.
743-1810

SECRETARY

Real Estate — Leasing Office
MISSISSAUGA

We are seeking an experienced Secretary who enjoys working in a small, informal office. Your speedwriting or shorthand and typing skills must be good and you should like telephone and personal contact with business people.

Please call Karen Smith
J.J. BARNICKE LTD.
863-1215

BOOKKEEPER

Work close to home, under ideal conditions, with congenial people in a modern medium sized office of a growing group of retailing companies. Excellent opportunity available in our Accounting Department. Situated Kipling/Queensway area. For details, call:

Mr. Goudge
THE CORK GROUP
259-7861

CLERK TYPIST

Permanent position, Mississauga area.

CALL MRS. GRAY
625-2291

515 Office Help

CLERK TYPIST

Good telephone manner, invoicing and calculator experience a MUST.

FOR APPOINTMENT CALL:
252-5416

INVENTORY CLERK

Required for Rexdale office. Job includes a variety of statistical reports. Applicant must have Grade 12 and have an aptitude for figures.

CALL MR. MILLER
675-7240
For Appointment

PERSON FRIDAY

A pleasant, reliable person required for a busy and challenging position. Bookkeeping, typing, general office work.

823-6160
BETWEEN 10 A.M. & 4 P.M. ONLY

GENERAL OFFICE CLERK

Knowledge of typing and general office duties. Must have a good command of the English language. Bloor/Islington area. Apply to:

BEAUCRAFT STATIONERY LTD.
265 Bearing Avenue

PERSON FRIDAY

Experienced person required with good accounting skills. Hwy. 27 & Queen Elizabeth location.

621-9111
MR. EDWARDS

520 Sales Help

520 Sales Help

**Need Extra Cash?
Need Part Time Work?
Are you available Thursday/Friday
evenings and Saturdays?**

We can provide part time employment on a regular basis selling our product in the major department stores located near your home. Training programme available.

Call

THE HOOVER COMPANY LIMITED
259-3781

Sales Agent

Leading distributor of paper back books requires an aggressive, self-motivated sales person to service and expand existing accounts and to promote new business in the West Toronto area.

Candidate should have related experience selling to the retail level and be willing to work on a commission/draw basis.

Applicant must have own van or station wagon.

Call 752-8720 Ext. 266
Between 9 a.m. & 4:30 p.m.

520 Sales Help

NEED INSURANCE?

Check With Us!

- Auto
- Home/Apartment
- Commercial

626-7770

Class 1 Realty & Insurance Agency Ltd.

STUDENT HELP

For street sales people. Minimum age 15 years. Commission. For Dickie Dee Ice Cream.

For only Mississauga

Call 279-4581
Malton 677-3603

Wanted PART TIME SALES HELP

APPLY IN PERSON:

KINNEY SHOES

Sherway Gardens

Experience not required

EARN extra money. Show our beautiful Christmas cards and gifts to friends, relatives. It's easy and profitable (commission). No experience needed. Write today for colorfully illustrated catalogue and information. Monarch Greeting Cards, 217 Cannon, Hamilton L8N 3K3 or phone 1-527-3891.

MATURE sales representative for the automotive after market to sell to car dealerships and detail shops in established territory. Some out of town calls. Salary and commission. Must have late model car. Experience an asset. 233-5591.

MALE/Female, earn extra money in your spare time. Service Fuller Brush customers. Commission. 864-1015.

525 Medical Help

DENTAL ASSISTANT

Experienced, wanted for one operatory family practice. Good hours and salary for responsible person.

After 4 p.m. phone

822-5256

EXPERIENCED

Dental Assistant/ Receptionist

Required immediately for Bramalea dental office. Minimum 2 years experience necessary. For information call 791-7549.

MATURE Homemakers for temporary live-ins, care of elderly or children. Call Andrews Agency, 274-0439.

Bringing Community News to You

Classified ads tell of your needs to find buyers, renters and employees.

252-6391