

515 Office Help **515 Office Help**


INTERMEDIATE CLERK TYPIST

Our company, a major competitor in the retail and merchandising industry, has a position for a person with fast accurate typing (including numeric as well as a wide range of experience in other clerical functions). The position is ideally suited to someone ready to move from a junior position after two-three years experience and requires a flair for figures, an eye for detail and an inquisitive mind to handle a variety of duties in our Merchandising Department. Phone contact will be required. Working as part of a team is important to success in this position offering challenge as well as scope for advancement.

We offer an attractive starting salary, a regular review programme and a comprehensive benefits package.

Interested person should contact:

Employment Department



The Oshawa Group
259-6812



UNIVERSITY STUDENTS

WORK ALL SUMMER AFTER FREE BRUSH-UP COURSE

Would you like to work all summer, but do not have the typing speed necessary to work in an office as a Typist, Secretary or Dicta Typist?

If you have a minimum of 35 wpm in typing and have had at least 1 summer's work experience in an office or equivalent, then enrol in our 2-week free brush-up course

1ST COURSE STARTS MAY 5 AT 8 A.M.
2ND COURSE STARTS MAY 5 AT 1 P.M.
3RD COURSE STARTS MAY 19 AT 8 A.M.
4TH COURSE STARTS MAY 19 AT 1 P.M.

For further information, please call:

922-2847

MANPOWER TEMPORARY SERVICES

SECRETARY

LOOKING FOR A CHALLENGE!!

- Self-starter
- Excellent shorthand (100 to 120 wpm)
- Typing 70 wpm
- Ability to communicate effectively orally and in writing
- Follow through on instructions
- Able to organize his/her boss
- Action oriented — busy
- Must enjoy working

BOX "B"

c/o The Mississauga Times
Classified Advertising Department
2980 LAKESHORE BLVD WEST, TORONTO M8V 1K1

We.3 Personnel Ltd.

JOBS WITH A FUTURE

- Secretaries
- Key Punch Operators
- Programmers
- Bookkeepers
- Inventory Control Clerks
- Telex Operators
- Dictas
- Typists
- Accounting Clerks

Evening & Saturday appointments available

Islington 231-1551 Mississauga 274-6688

RECEPTIONIST TYPIST

Accurate typist with pleasant phone manner required. 1 or 2 years experience preferred. Dundas/Dixie area. Engineered Sound Systems Ltd.

625-4042

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CLERK TYPIST

Experienced person required to extend, type, batch and control the billing functions of a manufacturing company located in the Keele Hwy 7 area. Please contact:

MRS. VONHERFF
669-1331
FOR INTERVIEW

TYPIST CLERK

Required immediately for our consumer accounts collection area.

Successful applicant will be required to perform general clerical duties, have neat, accurate typing and be mathematically inclined. Collection experience is essential.

Starting salary of \$189.74 per week in addition to an excellent benefit program.

Interested applicants should send resumes or complete applications at

HYDRO MISSISSAUGA

2325 Hurontario Street,
Mississauga, Ontario L5A 2G3

ATTENTION: L.L. UYLENBROEK,
PERSONNEL ASSISTANT

RECEPTIONIST/CLERK TYPIST

Our dynamic, young company requires a bright, ambitious junior to fill the position of Receptionist/Clerk Typist. You will be responsible for a number of varied assignments including switchboard, filing and accounts receivable duties.

Please forward resume outlining previous experience to

Feature Products Inc.

2333 MILLRACE COURT
MISSISSAUGA, ONTARIO L5N 1W2

SALES CO-ORDINATOR/SECRETARY

A mature stable individual is required for this busy office position. Your varied day will involve communication with customers and our energetic sales staff. The successful candidate must enjoy people contact and have a proven record in dealing with customers. Good telephone manner is necessary. Please apply.

D. Armstrong Moving & Storage

415 KIPLING AVENUE
252-7141

CREDIT CLERK

Required by Litec Electric of Canada Limited. The person appointed will have a minimum of grade 12 education and must be able to communicate effectively. Preference will be given to persons with previous experience in telephone collections.

APPLY TO

1300 Aimco Blvd., Mississauga
625-2057

SECRETARY

Some experience required for office machinery, telephone answering. Bookkeeping an asset. Rate of pay to be determined at application.

Call for appointment

TERVCON LTD.

1707 Sismet Rd., Unit 2, Mississauga
625-5750

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COST CLERK

Experience in accounting procedures and knowledge of standard cost system required. Good mathematical ability and accuracy necessary. Must be a well-organized self-starter.

RETA DUHAN
277-3131

2301 Dixie Rd. at The Queensway



SALES SECRETARY

An opening exists in our Sales Department for a secretary with good typing skills and organizational ability. Must be able to work without supervision and have a good telephone manner. Full company benefits. Salary commensurate with experience. For an interview contact:

SHARON McMANN
743-1518

Between 2 & 5 p.m.

Alliance Cash Register Limited
27 TABER ROAD, REXDALE

Secretary — Bilingual

Responsible English/French person required to perform a variety of duties in Sales Department of small manufacturing company in Etobicoke. Accurate typing a must, ability to translate English and French and converse in both languages. Excellent benefits. Salary commensurate with experience. For appointment, call:

MRS. RICKEY
252-7241
8:30 to 4:30

FILTER QUEEN INC.

Part Time TYPISTS

We need skilled typists part time and for occasional work. If you would be interested in either, call:

MRS. BOWMAN
255-9151

COURTESY CHEVROLET OLDSMOBILE LTD.
THE QUEENSWAY AT HWY. 427
(ONE BLOCK EAST OF SHERWAY GARDENS)

Part Time SECRETARY

For Evenings

We require additional secretarial help in the evenings until 9 or 9:30 p.m. Business experience necessary. Shorthand helpful but not essential. Write in confidence to:

R.G. Umphrey, President,
COURTESY CHEVROLET OLDSMOBILE LTD.
1635 THE QUEENSWAY,
Toronto, Ontario. M8Z 1T8

520 Sales Help

Are You Looking For A Good Part Time Job

Several positions are available in our newspaper order taking department. Work from 5 p.m. to 9 p.m. No experience necessary. Excellent commission pay plus bonuses.

CALL MR. BAXTER
9 a.m. to 9 p.m.

270-5430

OR DROP IN AT:
1310 Dundas St. E.
Suite 210
(AT DIXIE ROAD)

STUDENT HELP

For street sales people. Minimum age 16 years. Commission. For Dickie Dee Ice Cream.

For only Mississauga
Call 279-4581
Malton 677-3603



SPRING'S A GREAT TIME TO CLEAN UP OLD BILLS

Want to pay bills? You'll earn good money selling Avon and the hours are flexible. Call:

277-1507

SLICK Fashion Accessories

Require part time sales assistants for the west end. Applicants must be fashion conscious and over 18. 625-9666.

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

ENTHUSIASTIC, experienced salesperson. Professional conduct a must. Excellent future. Potential partnership. Sound Waves. 270-6907.

525 Medical Help

NURSES AIDES

VARIETY CAN KEEP ALL YOUR SKILLS SHARP. Grow professionally through a variety of challenging assignments. We offer Nurses Aides flexible schedules, competitive pay and skill-building experience. Call today.

Toronto West
232-2994



UPJOHN HEALTHCARE SERVICES

Registered Staff
No rotation
Good benefits

R.N.'s and R.N.A.'s permanent full time positions. Afternoon and night shifts.

Large nursing home in Downsview

Call Mrs. Oldfield
633-3431
Monday to Friday 10 to 4