

**510 Secretarial & Clerical**

**RECEPTIONIST/TYPISTS** \$140+  
Call Director or PBX experience plus typing. Pick your location: Mississauga, Evans-Horner Ave., Rexdale, Dovercourt-Queen.

**COLLECTIONS CLERK - REXDALE** \$150.  
Must be experienced in Customer Service/Collections.

**DICTA TYPIST - REXDALE** \$140.  
Excellent dicta skills required. Company provides good benefits.

**ACCOUNTING CLERK/SUPERVISOR - EVANS AVE.** \$180.  
Must be experienced in all aspects of Accounting plus supervisory.

**JR. SALES SECRETARY - QUEENSWAY** \$135.  
Variety - Typing correspondence and quotations, etc.

**2 CLERK TYPISTS**  
1 Airport area, 4 day week - figures plus typing, 2 Bloor-East Mall - policy typists, insurance background an asset \$130+.

**STOCK CONTROL TYPIST - REXDALE** \$150.  
Duties include invoice typing, checking stock levels, etc.

**JR. EXEC. SECRETARY - REXDALE** \$165.  
Emphasis on financial typing. Top benefits.

**PAYROLL CLERK - AIRPORT AREA** \$175.  
McBee system - must be experienced.

**CALL CATHY WHITE**  
1243 Islington Ave.  
Suite 611  
(Bloor-Islington Subway)

**DGS**

**239-2716**

**KEYPUNCH OPERATOR**  
\$140

Experience on IBM 029-129 essential. Clerical duties include coding and editing.

**275-2366**

**MISSISSAUGA PERSONNEL**

**SECRETARY-STENOGRAPHER**  
(Airport Area)

**POSITION:** Well qualified secretary-stenographer for two offices of a Consulting Engineering Firm.

**DUTIES:** Handle phone calls and mail; travel reservations; general office duties. Shorthand required.

**BENEFITS:** Company paid fringe benefits; flexible hours; pleasant environment in modern single storey office building; free parking.

**APPLY FOR INTERVIEW BY PHONING**

**Mrs. Chalmers**  
at 678-9450

**SECRETARY**

Must be able to organize time and work load and work with a minimum of supervision. Accuracy with figures and good typing a necessity. Shorthand a definite asset but not essential. Usual Company benefits and profit sharing program.

**Please Phone**  
**For Appointment**  
**MRS. MORIN 255-2324**  
**EXT. 66**

**ACCOUNTS PAYABLE CLERK**

Experienced in Accounts Payable, required to start immediately.

**For interview call**  
**MR. R. SIGG**

**Beaver Engineering Ltd.**  
70 Queen Elizabeth Blvd.  
**255-1331**

**BANK OF MONTREAL**  
Requires  
**Typist/Teller**  
1575 Clarkson Road  
Mississauga  
**822-9291**

**Friday Person**  
Belfield/Hwy. 27

Immediate permanent position for above average person with commercial experience. Variety of work, typing, dicta, reports, switchboard relief.

**For interview please call**  
**MR. B. DYKE**

**248-5621**  
**WAINBEE LTD.**  
INDUSTRIAL DISTRIBUTORS

**510 Secretarial & Clerical**

**PERSONNEL ASSISTANT** \$160.  
All personnel functions, screening, interviewing and maintaining of hourly employee records, Company group insurance, OHIP, etc. Rexdale-Martin Grove area.

**CREDIT & COLLECTIONS** \$ OPEN  
3-5 years experience in Credit & Collections. Supervising A/R plus handling credit correspondence. Car an asset. Belfield-Martin Grove area.

**DICTA SECRETARY** \$175 -  
Secretary to Marketing & Advertising Managers. Well organized, efficient, mature person with ability to use own initiative. Lakeshore-Browns Line area.

**CLERK TYPIST** \$150.  
Kardex and inventory control experience. Typing monthly reports and maintaining stock checks. Rexdale-Kipling area.

**Nancy Mitchell**  
Personnel  
**231-7284**

**SECRETARY**

Happy person required immediately. Confidential Secretary to President and Vice President of expanding medium sized Company. Some reception duties. Typing accuracy rather than speed and thoughtful application to the Company's interest are prime requisites. Excellent fringe benefits and conditions. Location: Dixie & Matheson.

**Telephone 625-1050**  
FOR APPOINTMENT

**Invoice Typist**  
Two yrs. office experience for small office. Good Company benefits. Hwy. 427 & Queensway area.

**255-8580**

**LaFrance Textiles**  
41 Atomic Ave., Tokronto

**Junior Clerk Typist**

Required by Manufacturing Firm to type production orders and perform other related clerical duties. Permanent position, good salary and working conditions.

**CONTACT OFFICE MANAGER**  
**625-5294**  
FOR APPOINTMENT

**NCR 160**  
**KEYPUNCH OPERATOR**

This is a full time junior position. Experience preferred on keypunch machines.

**FOR APPOINTMENT CALL MRS. IANIERO**  
Between 10 a.m. & 12 noon-3 p.m. 4:30 p.m.  
**249-9121**  
**Coles Book Stores Ltd.**

**RECEPTIONIST**  
\$140

Outgoing personality required for reception and busy 30-line board.

**275-2366**

**MISSISSAUGA PERSONNEL**

**COSTING OPPORTUNITY**

We have an opening in our Costing Department for an energetic person to update standard products costs and perform other related functions. Previous experience or some knowledge of light metal manufacturing preferable but not essential. Salary commensurate with experience plus a complete range of fringe benefits.

**For interview phone**  
**MR. C. JANSEN**  
**J. A. Wilson Display Ltd.**  
1645 Aimco Blvd., Mississauga  
**625-9200**

**Switchboard Receptionist**

Part-time Monday, Tuesday and Friday, for large weekly newspapers. Applicant should be experienced, reliable and have good typing. Must be able to work under pressure in meeting copy deadlines.

**Mrs. Cornish**  
**252-6371**

**510 Secretarial & Clerical**

**MOORE BUSINESS FORMS**  
DIVISION OF MOORE CORPORATION LIMITED

ONE OF THE WORLD'S LARGEST MANUFACTURERS OF BUSINESS FORMS HAS THE FOLLOWING EMPLOYMENT OPPORTUNITY AVAILABLE AT OUR TORONTO (EGLINTON-WESTON RD.) LOCATION

**Junior Clerk**

For the Quality Control Department, to type technical reports and file Department data reports, etc.

To successful applicant we offer good Company benefits and competitive salary range.

**FOR INTERVIEW APPOINTMENT CALL**  
**762-8121 Ext. 265**

**REAL ESTATE SECRETARY**  
109 Rexdale Blvd.

Outstanding opportunity exists for enthusiastic individual with good shorthand typing skills. We offer a variety of duties, excellent working conditions, good starting salary and generous fringe benefits.

**For Appointment Please Call**  
**MISS BROOK**  
**362-6161**

**Canada Trust**

**Secretary Friday**  
Bloor-Islington Subway

Well-established import/export Company with 8 person office seeks for immediate opening:

Person who thrives on details, is good with figures and is capable of working with little supervision.

Job involves typing, handling shipping and customs documents, expediting, invoicing, keeping inventory records, etc.

Familiarity with bookkeeping, customs routine or traffic useful although not essential.

Salary up to \$800 monthly depending on qualifications.

**TELEPHONE MR. BUCHANAN**  
**233-5861**

**CUSTOMER SERVICE DEPARTMENT ASSOCIATE**

Responsible, hard-working person with grade 12 education. Order desk and telephone duties are important job functions. Accurate typing 50-55 wpm is a necessity. Hwy. 27 and Belfield Rd. area, Rexdale.

**For appointment call**  
**PERSONNEL DEPARTMENT**  
**677-7670**

**LARGE WEST END MANUFACTURER**  
Requires  
**TYPIST**  
For Customer Service Department. Call:  
**Frank Corbeil 239-1235**

**IP IDEAL PERSONNEL**

**JR. ACCOUNTANT M/F** TO \$200.  
Mainly A/P incl. TB. Learn FS. Manual going on computer. Someone in or willing to enroll in course because of the promotion potential. Sherway Gardens area-Queensway.

**COMPUTER OP/ACCTG. CLERK** TO \$200.  
IBM System 32. In-house computer, payables still on manual but will be computerized later. Very promotable for the right person. Lakeshore-Dixie.

**DICTA SECRETARY TO ACCOUNTING MGR.** TO \$200.  
Interesting variety position awaits the personable individual who enjoys dealing with all levels of management. Excellent typing a prerequisite. Dixie-Dundas.

**INVOICE TYPIST/RECEPTION** \$140-150.  
Accurate fast typing. Great clients and handle small console board. Not a busy desk. Belfield-27.

**JR. DICTA SECRETARY** TO \$135.  
Min. 1 years exp. Good typing and spelling. Various clerical duties and switchboard relief. American Dr.-Airport Rd.

**JR. ACCOUNTING CLERK** \$130.  
Learn to process and code invoices to computer. Little typing. Queensway-E. Mall.

**279-8050**  
3130 Dixie Rd. at Dundas

**Experienced Bookkeeper**

For small Etobicoke firm, Kipling & Evans. Prefer experience with full set of books and up to Trial Balance but will consider person who is bright with Accounting education (RIA/CGA)

**Phone**  
**BERNZOMATIC LTD.**  
**255-4406**  
PREVIOUS APPLICANTS NEED NOT APPLY

**510 Secretarial & Clerical**

**NIELSEN-IMARINO PERSONNEL**

**SUITE 702 - ISLINGTON CENTRE**  
**56 ABERFOYLE CRES.**  
JUST ACROSS FROM BLOOR-ISLINGTON SUBWAY

Queensway - Islington - Mississauga - Malton -  
Rexdale - Weston - Downtown

**CALL ANN IMARINO 239-3964**

**\$8-\$12,000 SENIOR PAYROLL CLERK** with supervisory ability. East Mall.

**\$130-\$150. KEYPUNCH OPERATOR** with 18 months-2 years experience. Queensway.

**\$185-\$200 EXECUTIVE SECRETARY** with good typing and shorthand. Good appearance and pleasant outgoing personality an asset. Queensway.

**\$160 + PAYROLL CLERK** for Weston area. Must be experienced.

**\$170 + TYPIST FRIDAY** with some legal or real estate experience. Etobicoke.

**\$150-\$160 TYPIST FRIDAY.** Interesting position with varied duties, some occasional dicta. Queensway.

**\$150 RECEPTIONIST TYPIST FRIDAY.** Excellent opportunity for bright junior or return to work type of person with good appearance and pleasant outgoing personality. Mississauga.

MANY OTHER POSITIONS NOT LISTED

**Office Clerk**

World wide Company in the Compressed Air Business requires a mature, efficient and adaptable worker for their local Branch Office.

**THE POSITION:**

- Processing of Accounts Payable
- Telex
- Filing
- Switchboard Relief

**WE OFFER:**

- A good starting salary based on experience.
- 35-hour week
- Congenial surroundings
- Good fringe benefits

**FOR INTERVIEW CONTACT**  
**Atlas Copco** **RAY DAUGHTON**  
**259-1131**

**SHORTHAND TYPIST**

Required for immediate opening in congenial sales department, Highway 27 - Q.E.W. area.

**CALL MRS. ROBINSON 252-5252**

**TEMPORARY**  
Assignments Available Immediately

- SECRETARIES
- DICTAS
- TYPISTS
- K/P 029-129-3742
- NCR OP-3600-3300

**TOP \$\$\$**

We can also find you a permanent job  
**CALL JOAN HOCKIN**  
**DGS GROUP 239-2716**

**CLERK TYPIST**

For small congenial Sales Office in Rexdale. Good typing, answering phones, some figure work, shorthand an asset, experience necessary. Salary \$140. per week.

**For interview please call**  
**MRS. LILL 675-1200**

**Receptionist Typist**

12:00-5:30 p.m. Steady position for experienced person for west end Real Estate Office.

**R. J. Conner Ltd. Realtor**  
3820 Bloor St. West  
**236-2336**

**RECEPTIONIST TYPIST**

Required Monday to Friday full time, for busy Real Estate office. Experience preferred. Top salary, ideal working conditions. Kipling & Dundas area.

**CALL MR. PIGGOTT - 234-3956**

**Medical Secretary**

For Doctor's office in Cooksville area. Typing not required but some bookkeeping essential. Experienced preferred.

**Phone - 270-3413**

**510 Secretarial & Clerical**

**\$160**

**MALTON**  
CUSTOMER SERVICE. Person experienced with handling all service problems, by phone, through mail and in person. Typing needed.

**MALTON** ..... 678-7200  
**MISSISSAUGA** ..... 270-8888  
**REXDALE** ..... 247-7477

**Cameo Career**

**SWITCHBOARD**

Many temporary assignments, most with typing, some with telex, available immediately.

**MISSISSAUGA** ..... 270-8888  
**REXDALE** ..... 247-7477  
**MALTON** ..... 678-7200

**CAMEO CAREER**

**ACCOUNTS RECEIVABLE**

Accounting Clerk - must have sound knowledge in all phases of credit and collections. Experience in computerized receivables in a manufacturing concern is a definite asset. Call Mr. Taylor, 745-4911.

**\$140 Plus**

**REXDALE**  
RECEPTIONIST-TYPIST Experience a definite asset, or will train bright grade 12 graduate who types 55 wpm. has good grooming and nice telephone manner.

**REXDALE** ..... 247-7477  
**MALTON** ..... 678-7200

**Cameo Career**

**\$160**

**WEST END**  
SENIOR ACCOUNTS PAYABLE MANUAL system, but knowledge of computer input would be an asset, otherwise company will train in this aspect. Typing 35-40 wpm necessary.

**MALTON** ..... 678-7200  
**MISSISSAUGA** ..... 270-8888  
**WESTON-REXDALE** ..... 247-7477

**Cameo Career**

**520 Sales Help**

**Sales**

**SALES TRAINEE**  
Nationally known Company has immediate opening within Toronto and suburban area for Sales Representative with some knowledge and Accounting, sales experience or potential for same. Generous starting salary plus expenses.

**EXPERIENCED SALES PERSON**  
With minimum 2 years university, mechanically inclined, proven sales record, willing to travel. Excellent Company benefits, \$12,000 plus car, plus expenses while training.

**PERSONNEL WORLD LTD.**  
Gladys Lenfon 241-9181

**PART-TIME**  
6:30-10:30 P.M.  
MEN-WOMEN

**\$8.50 Per Hr.**

**CAR REQUIRED**

**Mississauga**  
274-8893  
**277-1421**  
**Malton**  
671-1945

**Sales Representative**  
Experience - Graphic Arts trade. Peel region area.

**453-2235**

**540 Temporary Help**

STUDENTS over 14 for delivery in your own area. Salary: 661-5617.

**560 Domestic Help Wanted**

MISSISSAUGA Restaurant requires help, cleaning person, steady, part-time-274-8944.