

515 Office Help

INSURANCE SECRETARY/RECEPTIONIST

Required for modern, growing insurance agency. This is a senior position. Applicants must be capable dicta typist with minimum 2 years general insurance experience. Part-time or full-time considered.

Apply John Caird,
Halton-Caird Insurance Agency,
257 Randall.
845-4581

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MEDICAL SECRETARY

Experienced, family practitioner, Islington & Bloor. Send full resume & salary expected to Box "YY", c/o The Etobicoke Guardian, 2980 Lakeshore Blvd. W. Toronto, M8V 1K1.

RELIABLE experienced worker required to assist office manager, office location Dixie Rd.-401. Approximately 20 hours per week. Name your own hours. Call Mrs. Keery, 677-6110.

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WORK TEMPORARY

Lots of temporary office work available in the Etobicoke, Rexdale, Malton, Mississauga and Weston areas. If you want to work 2 or 3 days per week or longer earning a top hourly rate of pay.

CALL AL BURKE
961-0590



OFFICE MANAGER

To manage small 3 person sales office & warehouse. Must be mature & have broad experience. Albion & 27 Hwy. area.

MR. BROWN
743-9553

SALES ORDER

Evans Ave. Firm requires clerk for sales order department to type orders, file and general duties.

Phone 259-9254

SECRETARY

Mature individual with pleasant telephone manner required for small office in Weston Rd.-Sheppard. Must have good typing skills & dictaphone experience. Should have at least 4 years Canadian office experience.

Anthes Equipment Ltd.
163 RIVALDA RD., WESTON, ONTARIO.
Please Call 743-3530

FOR APPOINTMENT

GIRL/BOY FRIDAY

Varied position for good typist with general office background. Jutland Rd. & Kipling Ave.

259-6044

between 5 & 6 p.m.



WANTED

PROFESSIONAL TEMPORARIES

Immediate temporary assignments are available in the Etobicoke/Rexdale, Mississauga/Brampton areas for experienced.

TYPISTS
STENOS
DICTA TYPISTS
SECRETARIES

Work when you want with a schedule that meets your personal needs. Please call:

ETOBICOKE/REXDALE
231-6523
MISSISSAUGA/BRAMPTON
276-2000

Manpower Temporary Services

LEGAL SECRETARY

Etobicoke. Excellent opportunity for fast accurate typist, dicta & shorthand required. For appointment call Mr. Bankier, 245-2500.

TYPIST part-time, Motor License office, New Toronto. Phone Miss Stuart, 251-4941 Non-smoker.

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NEW RATES

- Steno
- Dicta
- Typist
- Statistical

Work your own days in the Weston, Rexdale, Downsview, Islington, Etobicoke areas. No appointment necessary.

Islington 249-7191
Rexdale 249-8409

SECRETARY

Required for marketing department. Excellent typing and dictaphone skills together with initiative to assume responsibility are required. Shorthand an asset. For interview please call:

Mrs. B. Powell
CIBA/GEIGY CANADA LTD.
622-3710

CLERK TYPIST

A variety of duties including mail, ordering of office supplies, relief on switchboard and typing.

For interview please call:
Mrs. B. Powell
CIBA/GEIGY CANADA LTD.
622-3710

Persons interested in learning income tax preparation, prior experience helpful but not essential. Training programme available to those interested. For interview, call

H&R BLOCK

272-1110

ACCOUNTING

\$15,000

Experienced person required for responsible position with nationally known west end firm. Handle full set of books to T. B. prepare accounts receivable on a computerized system, plus general accounting duties. Excellent benefits.

CALL AL BURKE
961-0590



PERSONNEL LTD.
94 Lakeshore Rd. E.
Port Credit

Here's Your New Job!

COMPUTER OP., \$10,600+. 2 yrs. exp. IBM 360, 370, DOS, JCL. Top benefits.
REC./SEC., \$9,900. 60 wpm shd., dicta. Top benefits. MAI exp. an asset.
REC./TYPIST, \$8,000+. Poise, accuracy, 60 wpm, strong acct. interest.
TYPIST, \$7,800. 65 wpm, clerical exp. asset. Good benefits.

ALSO WANTED: Experienced Dicta Typists, Accounting Personnel and Secretaries.

CALL TODAY!
274-6688



SECRETARY

Head Office
REAL ESTATE OPERATIONS
Central Mississauga Location

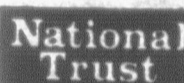
Interesting and responsible position for hard working secretary, must have good typing skills and general office experience with a financial background preferred.

Salary commensurate with ability. Immediate opening, excellent company benefits. Readily reached by public transportation.

Please send resume detailing experience and salary requirements to:

Accounting Department

NATIONAL TRUST
REAL ESTATE DIVISION



101 QUEENSWAY WEST
MISSISSAUGA L5B 2P7

BOOKKEEPER

Exceptional opportunity for individual with experience in payables, receivables, payroll and general ledger through trial balance. Knowledge and preparation of financial statements helpful. Strong on credit and collections. Excellent salary and benefits.

Send resume and salary requirements to:

BOX "XX"

c/o The Mississauga Times
Classified Advertising Department

2980 LAKESHORE BLVD. WEST, TORONTO M8V 1K1

RECEPTIONIST/TYPIST

Required by international freight forwarder in Queensway-Kipling district. Knowledge of export procedures and documents would be helpful.

CALL MRS. REID
252-5063

ACCOUNTS/INVENTORY CLERK

A textile distributor in Rexdale is seeking an accounts clerk, applicant must be an accurate typist & have completed a bookkeeping course. Some previous experience of handling inventory records or customs work an asset.

J. P. Stevens & Co. (Canada), Ltd.

474 Attwell Dr. Rexdale, Ontario

CALL MR. MAHMOOD OR MRS. KELLY

675-3500

9 a.m. to 5 p.m.

CLERK TYPIST/RECEPTIONIST

Immediate opening for a Receptionist to handle all incoming calls and related clerical duties. Must have pleasant personality and a good command of the English language.

701 EVANS AVENUE
Phone 622-9320

BOOKKEEPER

Versatile person with accounting experience in accounts payable, accounts receivable, bank reconciliations and related duties up to trial balance.

701 EVANS AVENUE
Phone 622-9320

TYPIST RECEPTIONIST

Publishing company requires person with good typing skills & pleasant telephone personality. Location is in the Dundas-427 area.

Call Nadene Mahy
625-5300

To Arrange An Interview



Boyle-Midway (CANADA) LIMITED

JUNIOR CLERK

Queensway-Kipling Area

This is an opportunity for a recent grade 12 commercial graduate with some clerical experience.

Position will require good typing, ability to handle a variety of clerical duties & a pleasant telephone manner. Permanent position. Excellent employee benefits.

For Interview Appointment Call
Between 9 a.m.-4 p.m.
PERSONNEL

255-9163

SECRETARY

We have an interesting opening in our sales department. Applicant must be experienced in office procedure and have excellent typing and shorthand skills. Full range of company benefits and cafeteria facilities.

Campbell Soup Company Ltd

60 Birmingham St.
Toronto M8V 2B8

251-1131 ext. 319

Credit/Accounts Receivable Opportunity

To assist Credit Manager in approving credit, reconciling accounts, and following for collection.

We require a self-motivated, responsible person with previous credit and accounts receivable experience, pleasant business-like telephone manner, and good typing skills. Own car necessary.

We offer excellent working conditions and benefits package. Dixie Rd. & Hwy. 401 area.

Call 624-0660

Mrs. MacKay