

38-HELP WANTED 38-HELP WANTED



REFINERY OPERATORS

VACANCIES exist for persons with a minimum of Gr. 12 standing, who are seeking a challenging career with an expanding industry.

EXCELLENT starting rate; full company benefits. Please apply in writing to:

**SUPERVISOR PERSONNEL RECORDS
TEXACO CANADA LIMITED**

250 LAKESHORE RD. W.,
Port Credit

AB

ORDER DESK CLERK

with some experience or will train. West end location. CALL

239-4381

AB

Person Required

For heat sealing machine and light warehouse duties. Experience an asset. Hwy. 27 and Albion Rd.

Phone G. Chard 749-7600

39-SECRETARIAL & CLERICAL 39-SECRETARIAL & CLERICAL

ACCOUNTS CLERK

We require an accounts clerk with grade 12 commercial education and typing speed of 45 w.p.m. Some experience in accounting work would be an asset.

APPLY PERSONNEL OFFICE

Canadian Standards Association

178 REXDALE BLVD., REXDALE

743-5200 Ext. 200

MATURE PERSON

Familiar with general office routine and good typing skills to work in relatively small office.

678-2311

PART TIME SECRETARY

Required immediately. For busy real estate office. Switchboard and typing experience essential. For appointment call:

JANET FOX

745-4822

**JOHNSON
CARNEY &
REALTOR INSURANCE**

AB

CLERK

Required immediately for production control dept. The successful applicant will be required to process production orders, file drawings and other related duties. Salary commensurate with experience.

FOR INTERVIEW PHONE

Mr. G. Whitehead

J.A. WILSON DISPLAY LTD.

1645 AIMCO BLVD., MISSISSAUGA

625-9200

CLERK TYPIST

Accurate, good typing speed. Excellent salary to qualified person. Islington Queensway area.

233-6267

Thistletown Regional Centre

OFFERS INTERESTING POSITIONS FOR

TYPISTS

\$104-\$121.50 WEEKLY
(Currently under review)

In expanding steno pool in the Records Dept. Preference will be given to applicants with experience in Dicta typing who also possess a good knowledge of English grammar and spelling. Excellent fringe benefits.

PART TIME AND EVENING WORK ALSO AVAILABLE.

APPLY IN WRITING TO:
SUPERVISOR OF CLINICAL RECORDS
THISTLETOWN REGIONAL CENTRE
11 FARR AVENUE, REXDALE
741-1210

39-SECRETARIAL & CLERICAL 39-SECRETARIAL & CLERICAL

STENO

We require a steno with Grade 12 education and typing speed of 60 w.p.m., shorthand 80 w.p.m.

Apply Personnel Office

Canadian Standards Association

178 REXDALE BLVD., REXDALE

743-5200 Ext. 200



PURCHASING

We have an interesting and challenging position in our purchasing and customs dept. The successful applicant will have experience in purchasing, customs and traffic control. Good typing. This position requires that you are prepared to accept responsibility.

CONTACT PERSONNEL DEPT.

249-2241

Girl / Boy Friday

Typing, reception, Bookkeeping, payroll, etc. Queensway-Islington area.

259-3726



BILLING CLERK

Accounts Receivable Department requires an experienced Billing Clerk. Moving to Rexdale.

251-5241 Ext. 290

LEGAL SECRETARY

REQUIRED BY-LAW OFFICE
Must be fully experienced in all phases of the Real Estate end of a law practice.

CALL 270-2000

AB

TYPIST

For general office duties.

Apply Mr. Bhabha 743-5701

MIAMI - CAREY LTD.

279 REXDALE BLVD., REXDALE

KEYPUNCH OPERATOR

An opening exists in our Data Processing Department for an experienced 129 Keypunch Operator. 3 to 5 years experience required. This is a permanent position. Good salary and benefits.

CAMPBELL SOUP CO. LTD.

60 BIRMINGHAM ST.
TORONTO 14, ONT.

251-1131

extension 273

Receptionist-Typist

Required for busy professional office after January 5, 1974. Full and part time positions for alert people possessing mature attitude and essential typing skills. These positions will involve some evening hours. Kindly reply in writing, stating experience and qualifications to:

The Advertiser

BOX 23

2980 Lakeshore Blvd. W.
Toronto M8V 1K1

Dicta Steno

AIRPORT AREA

Giffels Consulting Engineering Organization has an attractive opportunity for a well qualified Stenographer with dictaphone experience.

Flexible working hours, parking, eating facilities on premises, attractive salary and benefits.

New office building at 30 International Blvd. near the Airport.

TELEPHONE MR. P. WRIGHT 678-9450

40-SALES HELP 40-SALES HELP

Avon Calling

AVON CAN HELP YOU

Get that new appliance, winter clothes, money for bills. For facts on how to become an Avon Representative, call:

925-4255

AREAS OPEN:

Jane and Amette: Prince Edward Dr. and St. Mary's Rd.; Bloor and High Park; Dundas and Mabelle; Burnhamthorpe and Tunbridge.

2 territories: Alderwood; Birmingham and Kipling; Lakeshore and 5th St.; 2 territories: Mimico area; Riverwood Pkwy. and Stephen Dr.

Weston Rd. and Church; Dixon and Islington; Kipling and Eglinton; Warrender Ave. and Allanhurst Dr.

TO BUY OR SELL AVON CALL 925-4255

40-SALES HELP 40-SALES HELP 40-SALES HELP

There's More To Real Estate Than Just A License To Sell

It's not really tough to get a license to sell Real Estate.

Under new Provincial regulations, all prospective Real Estate Personnel must first attend a Government Course. Y & B will help you with that course, but that's only the beginning.

At Young & Biggin we've taken steps to do more than just help you get a license. We're the first company in our field to install closed circuit television system as part of our latest training program, and we've secured exclusive Metropolitan Toronto rights to the best in-depth, video realty sales course ever produced. \$250,000 went into the development of the R.S.I. training system. Twenty hours of taped programs by the world's top experts are integrated with the live lectures and seminars.

If you are thinking of a career in the real estate business with top commissions, you owe it to your future to speak with Mike Wrayling about the unique Y & B training system. You can call him at 487-4341

YOUNG & BIGGIN LTD., REALTOR

41-EMPLOYMENT AGENCIES 41-EMPLOYMENT AGENCIES 41-EMPLOYMENT AGENCIES

BEST WISHES FOR A MERRY CHRISTMAS!

Ho-ho-ho! We're brimming with holiday happiness - and it's mostly because of you, our fine friends and customers. You've made us proud and happy to serve you through a successful year. To you and your family, a Happy Holiday.

office overload

WESTON-REXDALE 249-8409
DOWNSVIEW 781-6135
ISLINGTON-BLOOR 239-1111
KEELE & FINCH 630-0297
LONG BRANCH 251-3351

Have a nice day at the office.



QUEENSWAY-LAKESHORE-MISSISSAUGA-PORT CREDIT

CALL: MISS ANN IAMARINO 239-7381

1243 ISLINGTON AVE. N. SUITE 907

(Just across from Islington Subway Stn.)

\$140. + 'SR. INVOICE TYPIST \$120. TYPIST FRIDAY

To supervise 3 or 4 junior persons. Excellent Queensway firm offers interesting, challenging position to responsible individual. \$100.-\$125. INVOICE TYPIST

\$120. TYPIST FRIDAY For one person office. This interesting position in the Queensway includes payroll for approximately 35 people. Terrific boss and excellent working conditions. \$85.-\$90. JR. TYPIST FRIDAY

\$110. JR. TYPIST FRIDAY For small, congenial office close to Sherway Gardens. Mall. \$125. PURCHASING DEPT. \$120. TYPIST-PAYROLL

In the Mississauga area will offer excellent opportunity to person desiring career as purchasing agent. Some previous experience a must. Interesting position with lots of variety including assisting with payroll. Queensway.

CALL: MRS. PAT McPHEE 247-8287

WESTWAY PLAZA - KIPLING & DIXON ROAD

\$125. + KEYPUNCH \$125. CUSTOMER SERVICE

Great Company benefits and working conditions, if you have just one year's experience on an IBM 029 or 129. An experienced individual is required to handle Customer queries and complaints as well as supervise a small staff. \$130. Dicta \$125. TYPIST FRIDAY

If you enjoy variety and flexible hours, this Rexdale Engineering firm is for you. Run your own show in this small office where you'll answer phones, do some accounting and type correspondence.

MANY OTHER TOP JOBS AVAILABLE NOT LISTED

41-EMPLOYMENT AGENCIES

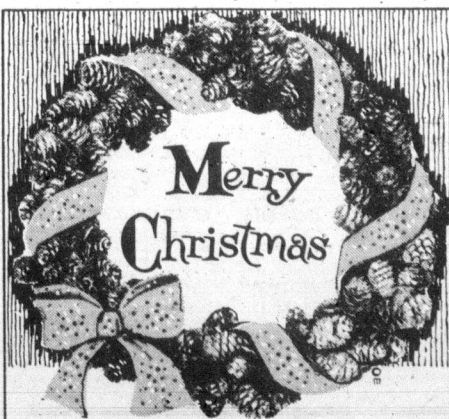
GREAT JOBS

- | | |
|---|--|
| SALES \$135. | PAYABLES \$125. |
| SECRETARY Belfield-27. Process accounts - McBee system. | FRIDAY - \$125. |
| Queensway area. Good typing - 80 wpm shorthand for very busy Sales Manager. | Kipling-Rexdale. Busy Sales office - good typing. Interest in variety. |
| PRODUCTION ASSISTANT \$135. | RECEIVABLES \$115. |
| Queensway. Assist Production Manager with statistics type correspondence & reports. | Belfield-Hwy. 27. Code accounts for computer input. |
| RECEPTION TYPIST \$115. | INVENTORY \$115. |
| Dundas-Wharton Way. Car required. Good typing - little dicta. | Rexdale-Kipling. Post & balance Kardex. Little typing. |
| MARKETING SECRETARY \$130. | SALES SECRETARY \$135. |
| Queensway-Kipling. Dicta for busy Sales group. | Belfield-Hwy. 27. Shorthand for Sales Management. |
| MARKETING ANALYSIS \$140. | GOOD Dicta \$115. |
| Rexdale. Statistical position of a very senior nature. | Dixon-Carlingview. Busy Company - good typing. |
| COLLECTIONS \$120. | CUSTOMER SERVICE \$125. |
| Dixon-Carlingview. Post payments - age accounts - telephone customers. | Albion-Hwy. 27. Assist Sales Manager with correspondence - records & Customer contact. Dicta required. |
| SMALL OFFICE \$125. | MACHINE POST \$140. |
| Malton. Use your typing & variety ability here. | Dixon-Carlingview. Mini computer - post all ledgers. |
| | SMALL OFFICE \$140. |
| | Bloor-Islington - Shorthand for General Manager & reception - lots of detail. |

248-6695

AFTER 6 P.M. & WEEKENDS CALL 233-7448

1908 WESTON RD. at LAWRENCE
SPECIALIZED PERSONNEL



KELLY GIRL
Service of Canada Ltd.

WISHES ITS CUSTOMERS, KELLY GIRLS & FRIENDS

The Happiest of Holidays
& BEST WISHES FOR THE COMING YEAR.

REPRESENTATIVES
CHERYL HARKER JANE FARNINGTON
RESIDENT MANAGER CUSTOMER SERVICE REP

41-EMPLOYMENT AGENCIES 41-EMPLOYMENT AGENCIES



personnel world Ltd.
6 YEARS OF SERVICE

- SECRETARY \$7,000.
Some Personnel work. Lovely offices. Sherway area.
- PURCHASING ASSISTANT \$115.
Great Company - great opportunity. Horner-Kipling area.
- MAIL G-B FRIDAY \$85.
Lots of variety - a little experience an asset. West Mall area.
- JR. OPPORTUNITY \$325.
Grade 11 or 12 Grad. eager, well groomed. Beautiful offices. Queensway.
- JR. RECEPTION TYPIST \$410.
Bright Grade 12 - little experience. Excellent advancement opportunities. Dundas-Royal York.
- CLERK TYPIST \$100. +
Malton area. Figure oriented. Good typing skills.
- SECRETARY \$120.
Kipling Horner firm. Figure oriented. Shorthand required.
- SALES CAREER \$6,500. + +
Salary plus commission plus car. Great opportunity for enthusiastic systems oriented Sales type.
- SECRETARY \$125.
Keele-Hwy. -7. No shorthand. No dicta. 65+ wpm. Gorgeous offices. Great Company.
- MANY MORE OPENINGS IN THE WEST END, SUBURBS & DOWNTOWN
CALL MADELINE DUNN OR JOAN HOCKIN
252-3515
OPEN MONDAY AND THURSDAY 'TIL 8 P.M.



40A-TEMPORARY HELP

Temporary Full Time TYPIST

Required for February 1, 1974 to May 31, 1974.

Bank of Montreal
145 REXDALE BLVD.
REXDALE

41A-CAREER TRAINING

LEARN NOW

Welding

(BLUEPRINT READING INCLUDED) ARC, TIG, MIG, PRESSURE PIPE & GAS.

DAY - EVGS. AND SAT. CLASSES

or Drafting

Easy weekly payments
Welding Tests Daily
Technical Trades Institute
Phone 537-1215
2388 Dundas West
at Subway

42-DOMESTIC HELP WANTED

LENOVA'S FAMILY SERVICE
Homemakers and Sitters
241-8272

CARTER'S SERVICES
Homemakers and home care help needed in Etobicoke.
233-7775

BABYSITTER wanted. For information phone 252-1559.

43-DOMESTIC HELP AVAILABLE

RELIABLE Pensioner will babysit Christmas Eve, Christmas Day and New Years Eve. 745-0732.

EXPERIENCED woman wants day work, \$15 & carfare - 766-0178.

44-DRESSMAKING

DRESSMAKING. Alterations, 11 Allen Ave., Mimico, near the Lakeshore. 255-0453.

DRESSMAKING and alterations. Call Jeany, 261-0124.

DRESSMAKING and alterations. 742-4359.

45-MUSIC INSTRUCTION AND TALENT

TEACHER of piano, singing and theory. Six Points area. 231-8820.