

BAXTER LABORATORIES OF CANADA LTD.

6405 Northam Drive,
Airport Industrial Park,
MALTON, Ontario

requires a

SECRETARY

for the sales manager of its Flint Laboratories Division.

RESPONSIBILITIES:

1. To undertake secretarial duties in connection with the Flint Sales Manager.
2. To act as a liaison between the Flint Field Salesman and the Malton Business Office.
3. To act as the customer Service Manager, Flint Laboratories, involving complaints and returns of Flint products.
4. To generally represent the Flint Sales Manager in his absence.

QUALIFICATIONS:

The successful applicant must be proficient in all secretarial skills. She must be intelligent, compatible and able to work with a minimum of directions. A minimum of 3 to 4 years secretarial experience, preferably in sales, is required.

BENEFITS:

This growth company offers the successful applicant an above average benefits program, coupled with an opportunity for personal growth and development.

Qualified applicants are invited to call:

Mr. John M. Baty,
Personnel Manager

364-1478

Register Now For Current And January 1969 Positions

All categories: Secretarial, Stenographic, Clerical, Bookkeeping, Accounting, Key punch and Business Machine Operators are invited to register at

PEAK TIME PERSONNEL

an established agency known throughout Southern Ontario for its interest in the career aspirations of the individual.

For a confidential discussion of opportunities in both permanent positions and peak time work, call the office nearest you.



Peak Time Personnel

TORONTO WEST OAKVILLE
259-3728 822-8501 - 845-3853

● **BILLING MACHINE OPERATOR**

Must be well experienced and have confidence to be able to do above average job. Top wages starting Jan. 6th.

● **SHIPPERS HELPER**

For light warehouse work and setting up display showcase. Steady work. Starting Jan 6th.

● **BILINGUAL SECRETARY**

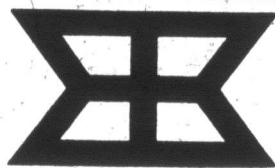
Well experienced, perfect in French and English to compose own letters from instruction. Top wages.

Telephone for appointment:

RU-KO OF CANADA LTD.

6 ALPHA MILLS RD., STREETSVILLE, ONT.
(Near North End Texaco Station)

826-1341



BAXTER LABORATORIES OF CANADA LTD.

6405 Northam Drive,
Airport Industrial Park,
MALTON, Ontario

requires the following personnel:

MAIL CLERK, FILE CLERK

Baxter Laboratories is a rapidly expanding pharmaceutical manufacturing company, specializing in hospital and medical supply products. i.e. Intravenous solutions, artificial heart-lung equipment and disposable biomedical devices.

MAIL CLERK

She will sort and distribute incoming mail and post outgoing mail. She will operate the Telex and perform other duties as assigned by her supervisor.

FILE CLERK

She will maintain and operate the general files.

QUALIFICATIONS:

Applicants must have a minimum typing speed of 35 w.p.m. Business experience would be an asset.

BENEFITS:

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Mr. John M. Baty,
Personnel Manager

364-1478



We
Like
Children

.....
**ESPECIALLY
YOURS**

In addition

- We Sit Better ladies also serve the elderly and convalescents both in hospitals and at home.
- Very carefully selected and interviewed.
- Most reliable personnel available.
- 24 hour a day service.
- Hospitals as well as doctors throughout the country are grateful for the companionship and care We Sit Better ladies give their patients.

278-6342

SUPPLEMENT YOUR INCOME

Need someone to assist me in my fast growing business. 2 hours per day, \$45 per week.

BRAMPTON MRS. WORSLEY 459-4721

MISSISSAUGA MR. TULLOCH 677-6931

CALL BETWEEN 2 P.M. - 4 P.M.

**ACCOUNTS RECEIVABLE/TYPIST
REQUIRED**

By company in Malton area. Transportation necessary.

Contact Mr. Wilbur
677-6211



BILINGUAL STENO

Must be able to translate dictation from English to French in addition to speaking fluent French and English. Brampton \$80+.

BOOKKEEPING MACHINE OPERATOR

Lady required to handle Accounts Receivable function on an Underwood Mercator Accounting Machine. Must be a self starter with accounting background. Streetsville \$70+

RECEPTIONIST/SWITCHBOARD

Personable lady to act as Switchboard Receptionist using a Call Director. Typing an asset. Bramalea. \$70+

451-4547

SECRETARY

GENERAL MANAGER OF LARGE REAL ESTATE OFFICE WITH ELEVEN BRANCHES IN TORONTO, HAMILTON, KITCHENER.

Requires experienced mature typist capable of working unsupervised, handling confidential information and able to get along well with other people. Must have own car, Port Credit location.

CALL MRS. ADLINGTON

278-3371

WANTED!

Full and Part-Time

- HOME CARE WOMEN
- HOUSEKEEPERS
- BABY SITTERS

We Sit Better

OF MISSISSAUGA AND ETOBICOKE

278-6342

EXECUTIVE SECRETARY

REQUIRED FOR PROGRESSIVE CANADIAN FOOD COMPANY LOCATED IN MISSISSAUGA.

Good starting salary, excellent fringe benefits and working conditions.

SEND RESUME TO BOX 331
c/o THIS NEWSPAPER

NCR 3200 OPERATOR

Required to post accounts receivable for large Cooksville company. Must have some experience and be fast and accurate with figures.

Phone: Mr. Kerswill

279-5460

GIRL FRIDAY

Must have typing and some shorthand. Cooksville area.

For interview call:

277-8102

**Through Our Classified Pages
The Best Results Are Achieved**