

515 Office Help

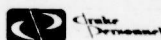
ADMIN. SECRETARY
\$14,000+

Be more than a secretary as you assist the President. Responsibility and challenges are offered. An involving team atmosphere awaits the career minded person.

NO APPOINTMENT NECESSARY OR CALL

239-7381

1243 Islington Ave./At Subway
Evening appointments arranged
Temporary positions available



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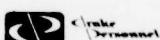
ACCOUNTS PAYABLE
\$200+

A future in accounting awaits you! Add to your A/P experience and enjoy a dynamic team atmosphere. This Mississauga firm offers beautiful office and company paid benefits.

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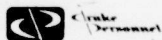
CREDIT/COLLECTIONS
\$210

People contact, challenge and variety fill your busy day. Handle phones, basic A/R and minor typing. Full benefits including dental.

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GENERAL INSURANCE AGENCY

Requires a full time clerical person. Good typing, excellent telephone manner. Must have some basic insurance knowledge. Meadowvale area.

826-4120

KEYPUNCH

Rexdale client requires 2 experienced 3742 Operators immediately. Call Liz, 236-1036, TOSI.

ADMINISTRATIVE Assistant. Preferably with university degree, working in finance department, knowledge of computer an asset. Salary commensurate with qualifications. Full range of benefits. Call Art of Action Placement Services Ltd., 277-9497.

515 Office Help

Acres, Davy, McKee Ltd. is a growing fully integrated international engineer/procure/construct organization with majority Canadian ownership. New contracts secured by our Canadian head office in Rexdale have created an opening for an:

Assistant Accountant

Your community college and enrolment at the 2nd level of a recognized accountant degree course are the prime requirements for this position. Experience with an engineering or construction firm would be a definite asset.

Reporting the Contract Accounting Supervisor, you will be responsible for proper recording of contract costs, originating invoices to clients, labour distribution, various analysis, reconciliation and monthly journal entries.

We offer an excellent salary and benefits package along with free parking at our facility conveniently located near Hwys. 401/427 and Airport Expressway.

Confidential replies may be sent to the attention of J. M. Poertner, Personnel Representative, Acres, Davy, McKee Ltd., 21 Voyager Court South, Rexdale, Ontario M9W 5R9.



Acres Davy McKee

Bringing Community News to You



REACHING PEOPLE

Read the classified ads regularly for the items you need. And when you want to place an ad, just give us a call.

252-6391

Times
Classified Ads



WHY IDEAL HAS KEPT TEMPS FOR 15 YEARS PLUS

The answer is IDEAL. We care about job preferences and location. We include you in our active team and make sure your top dollar pay cheques are ready when you need them. We now need additional staff to handle our clients increasing demands. Here are the requirements:

- GOOD GROOMING
- PLEASANT WILLING ATTITUDE
- GOOD COMMAND OF ENGLISH

Whether you are a skilled Steno, Dicta, Typist or Clerk, let's get together. Be part of an efficient, happy team. Call Marg Barton or Carol Mason at:

3130 DIXIE RD. AT DUNDAS

279-8050



RECEPTIONIST TYPIST

Pleasant telephone manner required for our reception desk. Variety of office duties and accurate typing, minimum of 50 wpm. Good command of the English language essential.

CALL JANETTE HIGSON

231-7273

Sue Taylor Personnel

SECRETARY/TYPIST \$230. Work for Assistant Controller of large Rexdale firm handling a variety of copy typing including financial statements. Excellent company paid benefits include dental plan.

CLERK TYPIST \$180++ Variety plus offered here for experienced clerk typist to work in busy credit department of large Rexdale firm. Company will train on switchboard and telex relief. Excellent fringe benefits include dental plan.

CLERK TYPIST PERM PART TIME Work 5 mornings per week in small northwest office. Company will train on Olivetti payroll machine. Accurate typing a must. Good benefits.

EARN EXTRA \$\$\$

We have many temporary assignments available ranging from 1-2 days to 3 months in duration for experienced Typists, Secretaries, Clerks, etc. Excellent hourly rates paid weekly.

247-8608

Secretaries, Typists, Switchboard Operators Of Etobicoke

Turn extra time into extra money. Call Kelly Services today for immediate temporary work - and close to home too!



155 Rexdale Blvd., Suite 305

741-8390

56 Aberfoyle Cres., 2nd Floor

231-8005

Secretary/Receptionist

The student senate seeks the services of an experienced Secretary/Receptionist capable of working with minimum supervision in a lively environment. The position requires full time work during the academic year but flexible hours during the summer (can be negotiated) on annual basis.

Desirable qualifications include: ability to work in hectic situations, good sense of humor, typing and shorthand. Starting date for the position is August 25.

Please submit applications by Monday, August 18th, to:

THE STUDENT SENATE

Sheridan College Oakville

1430 Trafalgar Rd., Oakville L6H 2L1

cameo careers

Temporary Help Urgently Needed

Particularly Experienced Secretaries, Typists, Switchboard Operators, Accounting Clerks, Telex & Word Processors

EXECUTIVE SECRETARIES. 4 positions available in a corporate office environment where emphasis is on grooming and professional manner. Salaries range from \$245-\$300 with complete benefits. 2 positions are financial, 1 Secretary to Director of Personnel, and 1 Secretary to the President of a very progressive firm. Airport area.

BILINGUAL SECRETARY (French) Small congenial office that allows you to take charge. Plenty of variety with minimum accounting. Flexible hours, 8:30 to 4:30 or 9 to 5, complete benefits. Salary up to \$240. East Mall.

BILINGUAL SECRETARY/RECEPTIONIST. Correspondence, telex, credit/collections, reconciling, bank deposits makes this an interesting variety position. Salary up to \$235. Rexdale.

ACCOUNTS PAYABLE. Person experienced on manual system willing to do collections with some typing. Starting salary up to \$200+ benefits. East Mall.

SWITCHBOARD OPERATOR/TYPIST. Work in ultra modern offices where good grooming is essential. Hours 9-5. All benefits. Yorkdale area.

270-8888

247-7477



SECRETARY/STENO

Sales office requires experienced Secretary/Steno with aptitude for figures. Good typing skills, shorthand necessary. Pleasant telephone manner.

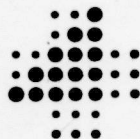
For appointment call

MR. JOHN BREMNER

Christie Brown & Co. Ltd.

1775 SISMET RD., MISSISSAUGA

624-0770



Canlab

Division of McGraw Supply Ltd.

AUDIT CONTROL CLERK

Etobicoke firm has an immediate opening for an Audit Control Clerk.

DUTIES INCLUDE:

Processing of all supplier information including purchase orders, receivings and invoices for payment, along with the performance of related clerical tasks.

QUALIFICATIONS:

Grade 12 education or equivalent business experience, ability to effectively organize the daily workload and interest in figures and filing.

FULL RANGE OF COMPANY BENEFITS

For further information please call

JANE GILHULA

252-5151 Ext. 191

8:30 a.m. to 3:30 p.m.