

515 Office Help

COST AND ACCOUNTS PAYABLE CLERK

Office Located in Etobicoke

QUALIFICATIONS: High school graduate plus additional accounting training with a knowledge of computers a valuable asset. Experience in general office work, especially accounts payable. The successful candidate should enjoy working with figures and be methodical, accurate and thorough.

DUTIES: Auditing vouchers for payment to suppliers. Preparation of standard costs. Maintaining costing files. Preparing Purchase Budget Comparison and reviewing of purchase variances.

Excellent company benefits and salary commensurate with qualifications and experience.

Please apply in writing to:

Mrs. B. Powell
CIBA-GEIGY CANADA LTD.
1 Westside Drive
Etobicoke, Ontario
M9C 1B2

CIBA-GEIGY



ANN IAMARINO PERSONNEL LIMITED

3RD FLOOR—ISLINGTON CENTRE
56 ABERFOYLE CRES
JUST ACROSS FROM BLOOR—ISLINGTON SUBWAY

QUEENSWAY—ISLINGTON MISSISSAUGA MALTON
REXDALE WESTON DOWNTOWN

CALL ANN IAMARINO — 239-3964

\$165. TYPIST with some French Queensway
\$14,500+. SR. BOOKKEEPER. In-house computer, trial balance, financial statements. Finch Weston
\$175. TELEX OPERATOR. Square One
\$225+. TOP NOTCH TYPIST for leases, financial statements, etc. Bloor Bay
\$215+. PURCHASING INVOICE TYPIST. Keele Dufferin
\$225+. TYPIST with some switchboard. Bloor Bay
\$10,500-13,000—. COMPUTER PROGRAMMER IBM 3650, Cobol or RPG II. Queensway
\$220+. CUSTOMER SERVICE with some typing. Square One
\$180+. CLERK TYPIST for order dept. Some switchboard. Keele Dufferin

OTHER PERMANENT POSITIONS AVAILABLE
TEMPORARY ASSIGNMENTS ALSO AVAILABLE

INDUSTRIAL CONTROLS SALES DESK

WE REQUIRE:

An individual to assume full responsibility for order desk in the Toronto office of a world wide organization. Some electrical/electronic background will be necessary to master our broad line of mechanical, electrical and electronic counting devices and printers. An ability to effectively communicate technical information both written and verbally is necessary. Fluency in French an asset.

WE OFFER:

Training, excellent benefits, fair pay, a bright future, good working conditions and hard work.

Interested?

CALL B. PARSONS AT
HECON CANADA INC.
675-3663

PERSON FRIDAY

Energetic individual required for general office tasks by medium sized law firm in Mississauga Executive Centre. Duties include mail, filing, record keeping, and typing. Opportunities for advancement. Driver's license an asset.

Apply:

MRS. FREUND
274-3121

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Bramalea Personnel Inc.

738 BRAMALEA ROAD, BRAMALEA, ONT.
YOUR LOCAL EMPLOYMENT SERVICE

REGISTER NOW!

Many interesting, temporary assignments available in the Rexdale, Airport and Mississauga areas for:

- Secretaries (shorthand, dicta)
- Typists
- Accounting & Clerical Personnel

WE'LL KEEP YOU BUSY!

791-1992

CLERK TYPIST

Accurate typing and figure work necessary for a variety of general office duties. Must have experience and be a self-starter. Mature, well-organized person with pleasant personality required. Suitable for someone returning to the work force.

RETA DUHAN

277-3131

2301 Dixie Rd. at The Queensway

ESB CANADA LIMITED (ESB)

Karen Hall CAREERS

Train NOW
for an exciting and rewarding career as a

BANK TELLER

Within 6 weeks YOU can acquire the skills that give you a career for the future

For further information call:

276-2683

Full Time RECEPTIONIST/TYPIST

Real Estate receptionist/typist is required to work in our beautiful offices in the Kipling Dundas area of Etobicoke. Duties will include switchboard, typing and related office procedures. Office experience and a personable manner essential. Call

ELIZABETH HARLEY

231-3000



Junior Accounts Payable Clerk

Typing is needed and some exposure to accounts payable beneficial.

FOR INTERVIEW CALL DAVE KELSO

678-1750

CANADIAN BEARINGS CO. LTD.

RECEPTIONIST/TYPIST

Required immediately by company located in Rexdale. Excellent typing skills essential. Experience in customer service an asset. For appointment, please call:

245-7800

515 Office Help

REQUIRED IMMEDIATELY

RECEPTIONIST/SECRETARY with minimum two years' experience. Should have good typing skills and dicta and also a pleasant telephone manner. Telex experience also required. We offer a permanent position, excellent starting salary, fully paid fringe benefits including dental plan, company paid pension plan and five day week. To apply, phone

MS. ELAINE CROFT

675-3839

THE MAYTAG COMPANY LTD.

270 BELFIELD ROAD
Rexdale, Ontario.

We, 3 Personnel Ltd.

PRODUCTION PLANNING CLERK \$11,000

Production and inventory control. Some data entry. Excellent benefits.

JUNIOR ACCOUNTS PAYABLE \$185

Trainee position, grade 12, liking for figures. Good benefits.

Evening & Saturday appointments available

Islington 231-1551

Mississauga 274-6688

DEPARTMENTAL SECRETARY

Immediate opening available for a conscientious person interested in a position with diversified duties. Position requires good typing, minimum 55 wpm, filing and telephone customer contact. Excellent employee benefits and good starting salary.

BECKMAN INSTRUMENTS INC.

CONTACT ELLIOTT DOUCETTE

251-5251

TIME CARD CALCULATOR

Immediately required for time card calculation for an incentive system. Must have electronic calculator experience and good typing skills. For additional information, please contact:

RANCO CONTROLS
CANADA LIMITED

221 EVANS AVENUE

259-9254

SECRETARY

Required for busy Sales Department. First class typing and dicta skills required. Applicants must have ability to organize workload and use own initiative.

Mrs. Clifford

HOLT, RINEHART AND WINSTON
OF CANADA LIMITED

55 Horner Avenue

255-4491

Clerk/Secretary

Required full time. Must be able to type. Previous experience in bookkeeping an asset.

Contact

CARL GERSTER

742-6210

BARBER COLMAN OF CANADA LTD.

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SENIOR BOOKKEEPER

Required for manufacturing company in Rexdale. Should have minimum of five years' experience in all phases of bookkeeping plus payroll. Typing and own car an asset. All fringe benefits. Salary commensurate with experience. Send brief written resume to: Box "H", c/o The Etobicoke Guardian, Classified Advertising Department, 2980 Lakeshore Blvd. West, Toronto M8V 1K1.

RECEPTIONIST/TYPIST

Required for growing Etobicoke real estate office. Accurate typing and pleasant telephone manner necessary. 2-3 nights per week, 4:30-9:00 and alternate Saturdays 9:00-5:00. Previous experience preferred but will train the right person with the above qualifications. Please call Mary Mavreas 236-1831.

MONTREAL TRUST COMPANY

GENERAL ACCOUNTING

Position available to someone with good aptitude for figures. Knowledge of accounts receivable, cash application, credit and collection. Good starting salary.

CALL COLLEEN ANDERSON

Technical Overload

962-4751

SECRETARY/PERSON FRIDAY

To handle small switchboard and operate telex. Good typing skills. Shorthand a must. French would be an asset. For small office located in Malton area.

677-7514

Secretaries

Large progressive mining company in downtown area has a variety of secretarial openings immediately available. Excellent benefits package offered. Good statistical typing and working background a must.

863-7245

JUNIOR Office Clerk Messenger. Must have Grade 12 diploma. Some typing required. Islington Avenue and Rexdale Blvd. area. \$135 a week to start. 743-8920.

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THE MISSISSAUGA Times

252-6391