

**500 Skilled Help**

### Transformer Assembler-Builder

We recently relocated in the Mississauga area into brand new plant facilities. We want ambitious craftsman/woman. Experience preferred in manufacture of stacked iron core low-voltage high-current transformers.

Applicants call for appointment  
**678-7884**

**500 Skilled Help**

### TRAILER MECHANIC

Experienced trailer mechanic required for Etobicoke firm.

Phone **251-5572**

**Wanted Immediately**

### MAINTENANCE MECHANIC

For manufacturing plant - Rexdale, near Airport. Call:

**R. ARROWSMITH**  
**677-8820**

### PRODUCTION SUPERVISOR

EXPERIENCED press/bindery supervisor required for specialty printing company.

CANDIDATE should have several years experience in supervising general press and/or bindery operation.

SALARY commensurate with experience with an excellent benefit programme.

APPLY with complete resumé to:

**BOX "E"**  
c/o The Advertiser  
2980 LAKESHORE BLVD. WEST  
TORONTO M8V 1K1

**Shipper/Receiver**

For pre-fabricating trim, at least 5 yrs. experience. English speaking, fork lift and supervisory experience. Salary to commensurate with experience.

**Nosing Installer**

Carpentry experience, English speaking, own transportation and mileage paid.

TELEPHONE  
**745-6935**



### 1ST CLASS MAINTENANCE MECHANIC

With basic refrigeration knowledge. Steady days. Pension plan, union plant and all benefits.

Apply: Machine Shop Foreman  
**251-5241**


### WELDER

Medium-heavy tank construction. Must be able to read blueprints as well as weld in all positions. Must be able to work shifts if required. Excellent working conditions. Starting rate \$5.25 per hour.

APPLY  
45 VANSO ROAD  
Or Call Mr. Paul Anonon  
**255-1371 Ext. 283**

9 a.m. to 4:30 p.m.

This job opportunity is in the Kipling-Queensway area



45 VANSO ROAD, TORONTO 540, CANADA

### LANDIS BOLT THREADING MACHINE OPERATOR

Required  
Good conditions and benefits

Apply  
**ACROW-RICHMOND LTD.**  
110 BELFIELD RD., REXDALE  
**245-4720**

**500 Skilled Help**

### DIE MAKERS

Experienced people only. Excellent rates and benefits. Apply in person or call:

**845-7518**

### CANADIAN ENGINEERING & TOOL CO. LIMITED

550 Lyons Lane, Oakville

**500 Skilled Help**

### INSPECTOR

A VACANCY exists for a person who will take full charge of inspection for a medium sized Manufacturer of Rotating Machinery.

CANDIDATES should have 3-5 years' machine fitting experience and a minimum of 5 years' experience in the following areas of inspection:

- Use & calibration of precision measuring equipment
- Exposure to a quality control environment
- Knowledge of machine shop operations

LOCATION: Northwest Toronto

FORWARD complete resumé of qualifications and experience to:

**BOX "G"**  
c/o The Mississauga Times  
2980 Lakeshore Blvd. W., Toronto M8V 1K1

**500 Skilled Help**

### MECHANIC

Film Converting Equipment

Minimum 5 years maintenance experience in plastic film converting equipment. Oakville location.

### P.C.L. PACKAGING LTD.

**827-4191**

ASK FOR MR. R. SHIRLEY

- EXPERIENCED Lathe Hand
- EXPERIENCED Milling Machine Operator

APPLY IN PERSON

### Hep-Sur Machine Company

85 SHORNCLEIFFE ROAD

**510 Secretarial & Clerical**

### Receptionist/Typist

Neat appearance and good telephone manner required for this junior position. Duties to include typing and other related clerical duties. Dixie Rd. & Eglinton Ave. area.

Telephone **624-0440**

**510 Secretarial & Clerical**

### WEIR & MARKSON

Requires an experienced legal secretary.

**279-7930**

### Insurance Agency

Requires person with SEVERAL YEARS EXPERIENCE IN A GENERAL INSURANCE AGENCY OFFICE. 40-hour week. Salary commensurate with experience. Reply to:

**BOX "I"**  
c/o The Etobicoke Guardian  
2980 Lakeshore Blvd. W., Toronto M8V 1K1

**510 Secretarial & Clerical**

### SECRETARY

"Girl/Boy Friday Type"

Required for Sales Office in Dixie-Eglinton area. Must be able to work on own, have good typing skills and telephone manner to handle customer enquiries and contact with outside sales people. Ability to work with figures necessary. Excellent starting salary commensurate with experience.

Call **625-0733**

**510 Secretarial & Clerical**

### RECEPTIONIST/TYPIST

Our Head Office in Mississauga requires a Receptionist/Typist to operate a series 300 telephone console. Accurate typing is a requirement and we offer a good salary and broad range of fringe benefits. Our modern offices are located near the Airport. For further information, please call:

**Sandie Kilian**

### SILVERWOOD DAIRIES LIMITED

**678-9350**

**510 Secretarial & Clerical**



### TELLER

Required for Burnhamthorpe Rd.-Hwy. 427 area. Banking experience preferred. Call:


**Miss Ryan 621-1532**

**510 Secretarial & Clerical**

### SENIOR BOOKKEEPER

Experienced, capable of taking charge of a small but efficient office staff. Knowledge of General Motors accounting procedures a necessity.

For your personal interview call  
**MRS. D. JUDD**  
**278-3365**



321 LAKESHORE RD. W.

**510 Secretarial & Clerical**

### Keypunch Operator

West End Firm requires an Operator with 2-3 years' experience in Alpha and Numeric. Good benefits and pay.

### Stuart's Branded Foods Ltd.

**MR. B. STAPLES**  
**675-1300**

**510 Secretarial & Clerical**

### RECEPTIONIST/TYPIST

For a growing Manufacturing concern. Flexibility and appealing telephone manner are imperative. Experience on switchboard preferred. Hwy. 27 & Finch area.

Call **745-6980**

**510 Secretarial & Clerical**

### Bookkeeper/Typist


Required by Consulting Engineering Firm located on Baywood Rd., Rexdale. Minimum experience of 1 year. Enrollment in an Accounting course an asset. Salary negotiable.

PLEASE CONTACT **MR. L. C. MENESES**  
**749-1290**

**510 Secretarial & Clerical**

### Payroll Clerk \$9,000 plus

This Company requires an experienced manual Payroll Clerk on the McBee System for 175 employees. This includes bi-weekly commissioned, salaried and hourly employees. For further information please call

**BEV ARMSTRONG**  
 **422-0590**

**510 Secretarial & Clerical**

### INVENTORY TYPIST

**\$145.**

Experienced on Kardex. This position will include customs work in the near future. Excellent Company.

**275-2366**



**MISSISSAUGA PERSONNEL**

**510 Secretarial & Clerical**

### Telex Operator

We have a position now open in our Mailing Dept. for a telex operator. Ability to operate switchboard an asset. Applicants should have minimum Grade 12 education. This is a permanent position, 7 1/2 hour day, an excellent starting salary and company paid benefits.

For further information or appointment for interview please contact:

### ANACONDA CANADA LTD.

260 - 8th St., Toronto  
**259-6611 Ext. 367**

**510 Secretarial & Clerical**

### CLERK TYPIST

Required for Order Desk with good typing ability. Telephone and some invoicing. Benefits.

**625-5959**  
**J. A. Preston of Canada Ltd.**  
3220 WHARTON WAY, MISSISSAUGA.

**510 Secretarial & Clerical**

### STATISTICAL TYPIST

We require a bright person with good statistical typing and aptitude for figures. Employees benefits astronomical - OHIP completely paid, semi private hospital coverage, paid drug plan, free life insurance equivalent to your salary, and many more things for the right person.

CALL **MRS. SOLAVE**  
UP TO 10 P.M.  
1 CENTRAL NUMBER FOR ALL METRO TORONTO

**863-0158**  
OFFICEMASTER SERVICES LTD.

**510 Secretarial & Clerical**

### Senior Secretary


Central Mississauga

Required immediately, mature self-starter with strong typing, dicta and shorthand skills, as well as a pleasant telephone manner. Previous Marketing/Sales experience an asset. Company paid benefits. Salary commensurate with experience.

Please submit a recent employment history and your salary requirements to:

**BOX "J"**  
c/o The Mississauga Times  
2980 Lakeshore Blvd. W., Toronto M8V 1K1

**510 Secretarial & Clerical**



### Tired of The Same Old Routine?

**\$170. DIXIE & EGLINTON.** A little payroll experience will enable you to enjoy a shorter than average work week. Bus to the door and 100% paid benefits. C-5928.

**\$180. DIXIE & EGLINTON.** Run the show as Secretary to President and train in bookkeeping to add variety to your job. S-5804.

**\$140. DIXIE & EGLINTON.** People contact and training in overseas telex are only some of the duties in this variety packed position. T-5840.

**\$100. DIXIE & EGLINTON.** A little office experience will open the door to this figure oriented position. On-the-job training and a congenial atmosphere awaits the willing, eager candidate. C-5815.

**\$150. AIRPORT & AMERICAN.** Just a little experience and a lot of enthusiasm are all you need to join this friendly team. Get involved posting on an NCR and help out in varied clerical duties. MO-5781.

**\$350/HR. AIRPORT & AMERICAN.** Returning to work? Opportunity awaits a keen and eager candidate to process shipping claims and diables in minor calculations. Enjoy long weekends as you only work 4 days a week. C-5374.

**\$140. AIRPORT & AMERICAN.** People contact. Your new job offers lots of scope as you handle this Company's busy PBX console. Excellent hours and all paid benefits. C-4499.

**\$165. REXDALE & MARTIN GROVE.** Flair for figures, initiative, self-motivation and a desire for responsibility will be rewarded in this challenging A/P position. Growth potential awaits you in this modern Company. C-5828.

**\$175. KIPLING & REXDALE.** Join the professionals as you organize the dynamic VP and Director. Your secretarial talent will be well appreciated with free food service, a complete benefit package and friendly co-workers. S-5867.

**\$125. BELFIELD & HWY. 27.** Reception. Expand on your minor office experience and deal with the public in your new job. Variety plus as you handle the switchboard and help out with typing. T-5202.

**\$140. PLUS KEELE & LAWRENCE.** Receptionist Typist. Variety is yours as you type and extend invoices, take orders over the phone and learn to calculate discounts. T-5743.

**\$125. PLUS DUFFERIN & YORKDALE.** Figure your future in this trainee's A/R position. Make daily deposits, reconciliations and code for the computer. No typing necessary. C-5937.

**\$150. EVANS.** You're off to a good start as a Secretary to the District Manager. This is a small congenial office offering lots of variety. S-5909.

**\$165. DUNDAS.** Be busy as a Secretary to the Board Chairman! Lots to do: correspondence, travel arrangements, and scheduling are just part of it. S-5892.

**\$165. REXDALE & MARTIN GROVE.** Figures your forte! Why not get involved in an interesting A/P opportunity. This is a well known West End firm. C-5828.

**\$150. FINCH.** Try reception! People contact, a PBX phone and typing all add to a super day you'll really enjoy. T-3225.

**\$180. ORDER DESK.** The ideal position for the return to work or person with some sales background. In the Finch-Weston Rd. area. German an asset. C-5882.

**\$180. CREDIT & COLLECTIONS.** A little experience and a lot of enthusiasm are all you need to start a career with this York University area Firm. C-5807.

NO APPOINTMENT NECESSARY  
1735 Kipling Ave. At Dixon 247-8287  
1243 Ingleton Ave. At Subway 239-7381  
3461 Dixie Rd. At Bloor 625-6620  
24 Queen St. E., Brampton, 457-3214  
1315 Finch W. At Keele 630-0064

**510 Secretarial & Clerical**

### Accounting Clerk

A position is available immediately in our Accounting Department for Grade 12 graduate with bookkeeping knowledge. 2-3 years experience in engineering billing and detail posting and balancing of sub-ledgers would be an asset.

Must be a self-starter with initiative and willing to assume responsibility.

We offer excellent paid benefits with flexible hours.

Interested candidates are invited to call or send a detailed resumé to:

Personnel Department  
**KILBORN LIMITED**  
CONSULTING ENGINEERS  
36 Parklawn Rd., Toronto, Ont. M8Y 3H8  
**252-4757**



**510 Secretarial & Clerical**



### DICTA/TELEX

Good skills required for this interesting temporary assignment. Starts August 3rd for 1 month. On bus route. Top rate.

Call  
**Betty Ann Parker**  
**275-8888**  
3035A Hurontario St.

**510 Secretarial & Clerical**

### CLERK TYPIST \$140 +

Experienced person required for variety position in modern office near Carlingview and Dixon Rd. Handle many interesting office duties plus train on telex. Great advancement. Call Mr. Burke or Mr. Ball. 236-1036, Personnel World Ltd.

**EXPERIENCED DENTAL ASSISTANT**

Wanted for a progressive practice in the Hwy. 5 & 10 area. Please call between 9 & 5.

**270-3161**

**510 Secretarial & Clerical**

### DICTA TYPIST

Required by machinery sales Company in Rexdale. Good opportunity for experienced Person.

**Mr. Frischmuth**  
**743-8511**

**510 Secretarial & Clerical**

### PERSONNEL \$160.

Challenging position ideal for career oriented person with good office experience. Screen and test new employees, prepare paper work and detail with regards to starting salaries, benefits, tax forms, etc. Some typing. Work in your own office with minimal supervision. Rexdale location. Call Mr. Burke or Mr. Ball. 236-1036, Personnel World Ltd.

International Company in Malton area requires

### Junior Computer Operator

Shift work may be required. Excellent working conditions and fringe benefits. Experience beneficial. For interview contact:

**MRS. JANE THORPE**  
**677-7951**

**510 Secretarial & Clerical**

### RECEPTIONIST

From 9 a.m. 'til 1 p.m. for a friendly Malton office. Experience beneficial. For appointment call 231-1993 or 231-6545.

**677-5020**

2 EXPERIENCED PART TIME

### Tellers

1 immediately, 1 for mid-August

Call **Mr. Wood**  
**277-9574**

Bank of Nova Scotia  
APPLEWOOD ACRES

PART TIME

### Night Biller

Required for Transport Company. Good Typist. Call:

**GEORGE LEDSON**  
**277-9411**

**\$150 Plus**

WESTON  
TYPIST-FRIDAY. Mature person capable of handling busy phones along with a variety of typing. Small division of large company offering all benefits. WESTON ..... 247-7477  
DOWNSVIEW ..... 638-7666



### TYPIST

Fast accurate, 50-60 wpm. to be trained for billing and Customer Service Order Desk position. West End. 252-6301, ask for Miss D. Savage.