

515 Office Help

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OPPORTUNITIES IN WARDAIR FOR INTERMEDIATE AND SENIOR ACCOUNTING CLERKS

SENIOR POSITIONS

FLYING ACCRUALS (#101)

Develop monthly fuel and catering accruals, pay suppliers, analyse standard cost, variances and reconciliations.

AIRPORT USAGE ACCRUALS (#102)

Develop monthly accruals for terminals, landing fees and communications, analyze standard cost, reconcile and pay suppliers.

Require individuals with 3-4 years of accounting experience in accounts payable. Must be capable of working independently and have a sound understanding of fundamental accounting. Ideally they would have two or more post secondary school accounting courses and experience within a computer environment.

INTERMEDIATE POSITIONS

ACCOUNTS PAYABLE (#103)

Analyze and accrue, pay and record expenses relating to hotel accommodations, airline travel and sales tax

INVENTORY (#104)

Accrue costs, reconcile accounts and pay suppliers for aircraft parts, commissary supplies and uniforms.

EMPLOYEE RECEIVABLES (#105)

Audit employee expense reports, issue payments, maintain sub ledger system.

PAYROLL (#106)

Maintain payroll employee records, assist in payroll calculations and computer input and administer employee benefits.

REVENUE (#107)

Analyze and reconcile various revenue and tax accounts. Prepare flight revenue reports and revenue statistics.

REPORTING (#108)

Assist in the preparation and distribution of financial reports and information.

CASH CONTROL (#109)

Administrate the scheduling and issuing of payments and transfers.

Individual candidates should have 2 or more years of accounting experience in the particular specialty. Ideally they would have one or more post secondary school accounting courses and a good understanding of general accounting.

We are searching for energetic individuals who enjoy working with a fast growing organization and can readily adapt to a changing environment.

Please forward resume quoting the position number of your interest to:

Wardair Canada

6299 Airport Road,
Mississauga, Ontario
L4V 1M3
Attention: M. Packer



ip IDEAL PERSONNEL

SECRETARY/bookkeeper \$240-\$300.
Experienced, mature individual for books to T.B. plus shorthand and typing. Square One.

PERSON FRIDAY \$260-\$270.
5-10 years experience plus good shorthand and typing qualifies you. Kipling/Evans.

BILINGUAL SECRETARY \$230-\$250.
If you're totally bilingual (Fr/Eng.) possess good typing (65 wpm) and have 1-2 years experience, this varied position is for you. Dixie/401.

BILINGUAL ORDER DESK \$220-\$290.
The degree of your order desk experience, preferably in power transmission or related field, plus your ability to communicate in French or English will determine your salary. Dixie/401.

ORDER ENTRY CLERK \$200-\$220.
Direct contact with suppliers plus order desk experience qualifies you. Minimal typing and some French give you the edge. Dixon/27.

JUNIOR SECRETARY \$190.
If you have an eye for detail and enjoy typing large reports plus make travel arrangements and handle reception and telex, you'll love this position. 1-2 years experience qualifies you. Dundas/Wharton Way.

ACCOUNTING CLERK \$180.
Keep track of hours for cost accounting plus postings of A/R and A/P. Some typing, filing and answering phones. Kipling/Evans.

JUNIOR TYPIST \$150-\$160.
Good phone manners, accurate typing and spelling plus 1-2 years experience qualifies you. Derry/Steeles.

279-8050

the Day Distribution Centre 145 Carrier Dr Rexdale

Clericals — Part Time

Positions are available for part time work in the Pre-retail Office. Must enjoy figure work and be extremely accurate. Flexibility for working evening hours by September is necessary. These positions are long term and not suitable for students. Typing not required.

AVAILABLE, ALSO, are several positions for TELEPHONE SALES from 6 to 9 p.m., three evenings per week, experience preferred.

APPLY IN PERSON — 10-12 NOON, 2-4 P.M.
ONE BLOCK WEST OF HWY. 27 & ALBION RD.

We.3 Personnel Ltd.

BILINGUAL ORDER DESK \$210
Speak and write French. Good typing. Will train. Good benefits.

ADMINISTRATIVE SECRETARY \$230-\$250
Assist Sales Manager. Good dicta typing. Variety. Small, congenial office. Excellent benefits.

For these and other permanent or temporary positions call

Cloverdale Mall 231-1551 Mississauga 274-6688

ANN IAMARINO PERSONNEL

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

\$15,000+ EXECUTIVE DICTA SECRETARY. Ideal for career minded person with mag card. Car a must. Malton.

\$240+ COMPUTER PROGRAMMING. Univac experience preferred. Queensway.

\$12,000 ENGLISH/ITALIAN JR. PLANNER EXPEDITOR. With some experience in computerized system. Must have excellent command of English.

\$225+ DATA ENTRY CLERK. Univac experience preferred. West end.

\$10,000+ LEASING CLERK. For retail department of growing Queensway firm. Some real estate experience an asset.

\$205 ACCOUNTS RECEIVABLE CLERK. With manual and computerized experience. Rexdale.

\$160 JR TYPIST FRIDAY. Queensway

OTHER PERMANENT POSITIONS AVAILABLE
TEMPORARY ASSIGNMENTS ALSO AVAILABLE

FLEET ADMINISTRATION CLERK

The successful applicant for this position will be a high school graduate, preferably with one to two years experience handling a leased car fleet or leased truck. Skill in both written and verbal communications is required. French an asset. The duties include processing of accident claims, preparation of computer information, gas tax refunds, maintenance reports, insurance reports, statistical information. Maintenance of all car records, disposal of cars, ordering of new cars, audit of invoices. Excellent company benefits and salary commensurate with qualifications and experience. Please apply in writing to:

Mrs. B. Powell
CIBA-GEIGY CANADA LTD.
6860 Century Avenue
Meadowvale, Ontario
L5N 2W5

CIBA-GEIGY

SECRETARY (REXDALE)

We have an immediate opening for a Secretary who will provide secretarial and clerical support to the Personnel Manager and the Financial Controller. Demonstrated secretarial skills are essential. Experience in the Personnel/Accounts function within a manufacturing environment is an asset.

We offer a comprehensive benefits package and annual merit review.

If you feel qualified for this position, please call or send your resume to:

**Mr. D. Geraghty
Personnel Manager
PORTION PACKAGING**



Plastics Packaging Div.
of Consumers Glass Co. Ltd.
26 Tidmore Avenue
Rexdale, Ontario.

741-6182 Ext. 39

CANADIAN STACKPOLE LIMITED

Canadian Stackpole Limited is a large manufacturing organization located at Browns Line and QEW. We have an immediate opening for a:

Payroll/Accounting Clerk

This position will appeal to a self starter with a grade 12 education, good typing skills and a minimum of 2 years payroll and accounting experience. Your own transportation is essential. You will be responsible for 2 computerized bank payroll systems for approximately 180 employees as well as general accounting functions. We offer a good starting salary and comprehensive benefits package. To arrange an interview please call:

Mrs. J. Gammage 255-2373

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1243 Islington 236-1036
1901-F Weston Rd. 241-9181
3035A Hurontario 275-8888

Tosi

G/B FRIDAY \$200+

ETOBICOKE

Your mature, pitch-in attitude and solid office experience are needed by our client located near Bloor and West Mall. You'll handle typing and clerical duties — lots of variety. Ideal for someone returning to work force. Call now!

**LYNN BECKETT
239-2716
1243 Islington Ave.
Suite 611**



DATA ENTRY \$200.

Rexdale firm requires related experience for interesting position. Excellent benefits.

Nancy Mitchell 231-7284
Personnel

LEGAL SECRETARY

Experienced in estate work and real estate, south Etobicoke office.

252-3355

Part Time RECEPTIONIST/ TYPIST

For busy Bloor/Royal York Real Estate office. Alternating 5 to 9 p.m. weekdays and Saturday 9 to 5. Variety of duties, must work on own initiative, pleasant personality, good typing.

Phone 236-1731

3 TYPISTS TOP \$\$\$

BONUS ON COMPLETION

Congenial persons required immediately for Rexdale and Weston. 80 wpm. Call me today. I'd like to meet you! Liz, 236-1036, TOSI.