

515 Office Help

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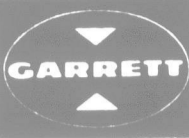
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COME TO WHERE THE FUTURE IS:



Secretary/Stenographer

Good shorthand and typing. Capable of assuming responsibility for project sales secretarial duties. Miscellaneous secretarial/stenographic and general clerical assignments.

Department Clerk, Senior

Good typing ability. Previous experience in dealing with customs and shipping documents would be advantageous.

General Clerks

1. For a section in our Product Support Department. General office duties and procedures. Average typing ability.
2. For our Personnel Office. General office experience and some typing ability. Willing to perform switchboard and teletype operation as required and daily reception relief duties.

The above positions offer excellent starting rates and a wide range of company benefits.

PLEASE CALL THE PERSONNEL MANAGER

(416) 675-1411

GARRETT MANUFACTURING LIMITED
A SUBSIDIARY OF THE GARRETT CORPORATION
265 ATTWELL DRIVE • REXDALE, ONTARIO
M9W 5B8



Seven-Eleven Employment Service Limited

JR. SECRETARY \$9,800

50 wpm typing. Train on computer. Call Terry Churchill

PAYROLL CLERK \$11,900

2 years experience on computerized payroll. Call Betty Anderson

SECRETARY \$14,000

Work for Gen. Mgr. Top skills. Call Debbie Gray

GUY/GAL FRIDAY \$10,900

Figure apt. 55 wpm typing. car an asset. Call Betty Anderson

ACC. CLERK \$10,400

2 years experience. Train on purchasing. Call Betty Anderson

DICTA TYPIST \$10,000

55 wpm typing. Train on dicta. Call Brenda Cooke

COMPUTERIZED PAYROLL \$14,300

Exp. in comp. payroll and bkkpg. Call Betty Anderson

GUY/GAL FRIDAY \$11,400

Figure aptitude and 45 wpm typing. Call Terry Churchill

RECEPTIONIST/PERSON FRIDAY \$9,800

Handle phones, mail, typing. Call Terry Churchill

Call 244-5501

1896 WESTON RD. (AT LAWRENCE)

After 6 p.m. call 962-4610

PROJECT ACCOUNTANT

R.T.A. C.G.A. with a flair for getting the job done on time. Reporting to the Vice President, Corporation, you will be responsible for a number of varied assignments, including the implementation of cost control in a manufacturing division.

We are looking for a mature, responsible individual willing to make a career commitment, an accountant prepared for challenge and growth.

BOX "C"

c/o The Mississauga Times
Classified Advertising Department

2980 LAKESHORE BLVD. WEST, TORONTO M8V 1K1

Secretary for Insurance Agency

Experience and typing necessary. Knowledge of Polish language an asset.

233-5888

Secretary/Friday

We have an immediate opening for a bright person with aptitude for figures and skilled typing. Good telephone manner important. Minimum 2 years experience in clerical office required. Experience in accounting an asset.

Self-starter. Minimum supervision. Small office located near Airport.

Contact Mr. Lindgren

675-6390

CANTHERM PRODUCTS LTD.

The Mississauga Hospital SWITCHBOARD OPERATORS

PART TIME

We require two part time switchboard operators — mature individuals, with experience on multi-position board and familiar with hospital routine will be given first consideration for these positions.

FIRST POSITION:

2400 Hours til 0800 Hours — Saturday
2400 Hours til 0800 Hours — Sunday

SECOND POSITION:

1000 Hours til 1330 Hours — Saturday
1700 Hours til 2100 Hours — Saturday
1300 Hours til 2100 Hours — Sunday

Both individuals must cover alternate weekends and be available during the week if required.

Hourly rate to start \$6.20

Please apply to:

PERSONNEL OFFICE

The Mississauga Hospital

100 QUEENSWAY WEST
MISSISSAUGA, ONTARIO

279-7330

FILING CLERK

Required for busy department. Applicants must have ability to use own initiative. Knowledge of typing required.

MRS. CLIFFORD

Holt, Rinehart and Winston
of Canada Limited

55 HORNER AVENUE, TORONTO

255-4491

General Accident

WE ARE A MAJOR PROPERTY/CASUALTY GENERAL INSURANCE COMPANY. OUR ADMINISTRATIVE DIVISION IS LOCATED IN THE BLOOR/EAST MALL AREA.

CLERK TYPIST

Duties will be in the accounts payable section and will primarily involve the processing of invoices for payment and typing of cheques. Applicants should have an aptitude for detail work along with reasonable typing skills. We offer a competitive salary, fully paid company benefits and pleasant working conditions. Please contact:

THE PERSONNEL DEPARTMENT

GENERAL ACCIDENT ASSURANCE
COMPANY OF CANADA

231-8020

PURCHASING/ PERSON FRIDAY

We have a junior position available for a bright individual to assist in daily routines. Accurate typing an asset. One — two years office experience a must.

Phone 252-5432

FOR APPOINTMENT

CCTF Div. of Emco

PAYROLL/ACCOUNTING CLERK

Required for progressive Mississauga firm. Dixie and 401 area. Computerized payroll and general accounting duties. Good starting salary and employee benefits including dental plan.

Call Norman Gould

625-4972

West End Opportunities

\$220 EVANS HORNER. Enjoy variety and a congenial atmosphere doing A.P. phones and other figure related functions.

\$235 EVANS KIPLING. Typing phones, minor figure work, are some of the exciting and involving parts of this job.

\$200 DIXIE DUNDAS. Love for figures? Train as a Junior Accounting Clerk and grow with this large manufacturing firm.

\$180 SHERWAY GARDENS. Variety, typing and telex will start you on your career leading into shipping and expediting.

\$180 AIRPORT AREA. Let your typing open the door for you in this friendly office. Excellent training opportunity.

\$220 REXDALE HWY 27. Be your own person in this challenging payroll position. Flexible hours and good benefits.

\$215 DIXON CARLINGVIEW. Self-motivated? Become an added asset as Sales Secretary and enjoy variety and responsibility.

\$220 WESTON FINCH. People contact and variety are offered in this A.P. position. A congenial atmosphere awaits you.

More positions available. No appointment necessary or call.

1243 Islington/At Subway 1735 Kipling/At Dixon
239-7381 247-8287

Evening appointments arranged

Temporary positions also available



Crake
Personnel

COMPUTER OPERATOR

MACK CANADA INC. requires a computer operator.

ENVIRONMENT:
Honeywell Level 62
IBM — TSO
JES3 work station
Communications equipment

SHIFT work will be required.

ATTRACTIVE starting salary and a full range of company paid benefits will be provided.

INTERESTED candidates should respond in writing or by telephone to:

Director of
Industrial Relations

MACK CANADA INC.

302 THE EAST MALL
Islington, Ont.
M9B 6C7

236-1951 Ext. 297



- SECRETARIES
- DICTA TYPISTS
- TYPISTS
- STENOS

Required for temporary assignments. We offer top hourly rates and confidential feed back on your performance on each job and when you qualify a Sterling Silver necklace from Tiffany's to reward performance. If you are experienced and want to earn extra money, call now.

Etobicoke/Rexdale 231-6523

MANPOWER TEMPORARY
SERVICES

Telephone
Marketing Company

Requires part time communicators for 4 hour shifts, days, evenings or weekends. A good command of the English language, clear, pleasant phone voice and enthusiastic personality are essential. We offer friendly downtown office, a good training program and hourly wage. Call between 2 & 4 p.m. for appointment.

596-1516

CLERKS

Two positions available, Rexdale and Etobicoke, for recent grade 12 grads. Both require typing 50 wpm and good communication skills. Several other positions coming open for juniors in May so register now! If you are looking for your first job, call me today.

DEBORAH

Personnel World Ltd.
236-1036

LEGAL secretary, experienced, full and/or permanent part time. Salary open, west end office. 249-2288.