

38-HELP WANTED

PART TIME
COUNTER HELP

Required for dry cleaning store — Shoppers World
Albion, Monday to Friday — 10:30 a.m.-4 p.m. daily.
Will train. For appointment —

CALL MISS McLAUGHLIN

741-4333

Leading photo copy company requires

TECHNICAL REPRESENTATIVES

With good mechanical and electrical ability for top
wages, car allowance and expenses. Must have own
car and be reliable. Call

624-0220 Mr. White

Purchasing Expediter

Required by sheet metal fabricating & light assembly
plant in Rexdale.

677-4974

DENTAL ASSISTANT

Required for progressive group practice. Experience
preferred but not essential.

APPLY IN WRITING

MALTON DENTAL GROUP

7084 AIRPORT RD., MALTON

Experienced

High Rise Cleaner

6 days weekly 8 a.m. to 12
noon. Call

279-9481

WAITRESSES/

Waiters

Full time afternoon and
evening.

822-6460

La Gondolier.

SECURITY GUARD

Bolton. Experienced person
required for housing project.
Police or military
background.

742-3281

or

242-2063 EVGS

SCHOOL BUS

DRIVERS

Required part time. Mini
buses and vans. Training
provided.

For information

CALL 252-3778

PART-TIME

Excellent opportunity, over
21 years, ambitious and
willing to learn. Call

259-5584

CLEANER

For mornings only at the
Odeon Theatre, Lakeshore at
3rd Street. Apply in person —
evenings after 7 p.m.

Nursery School

Assistant

Hours 9-12

621-6210

ORDER DESK

Well groomed individual
with minimum 2 years
general office experience
and mechanical affinity.
\$600. month. Horner Ave.

LYNN TATE

255-7779

PERSON

To do daily record keeping
for service station on a
casual basis. 2 to 3 hours
daily. Would suit retired
person. N. Brioux B.P.
Station, 265 Wincott Dr.,
Weston.

39-OFFICE HELP

ORDER DESK

Some typing, lots of people
contact. \$130. Summit
Personnel, 239-1186.

38-HELP WANTED

39-OFFICE HELP

39-OFFICE HELP

Armor personnel

WE AT ARMOR
WISH YOU & YOURSA VERY PROSPEROUS &
HAPPY NEW YEAR

For many excellent job opportunities
Permanent & Temporary

Call 270-2147

OR DROP IN AT

2500 HURONTARIO ST., MISSISSAUGA

PERSONNEL WORLD LTD.

TELEX TYPIST, Evans area. \$135.
DATA CONTROL OPERATOR, Rexdale. \$160.
PERSONNEL SECRETARY, Rexdale. \$140.
CLERK, No typing, Rexdale. \$120.
RECEPTIONIST, Toronto 18. \$125.

CALL GLADYS LENTON 236-1036

MAIL CLERK, Downtown. \$125.
BOOKKEEPER, Rexdale. \$5 OPEN
ACCTS. RECEIVABLE, Rexdale. \$130.
DATA CLERK, Toronto 18. To \$130.
SECRETARY, Toronto 18. \$140.

CALL GALE LARSEN 236-1036
1243 Islington Ave.

TRANSPORT COMPANY REQUIRES

Accounts Payable Clerk

Paid benefits, hours 8:30 to 4:30. Will train suitable
applicant.

PLEASE CONTACT J. HURRELBRINCK

251-4151 Ext. 23

PART-TIME

International transport company in the Rexdale area
requires part-time Billers for the evening shift. Ex-
perience an asset but we will train anyone with fast and
accurate typing abilities. Call:

249-8192 Mr. Arshad Mohammed

THRIFTY RENT-A-CAR

REQUIRES

Rental Counter Agent

To work evenings and Sundays

For appointment call 678-2002

MONDAY TO FRIDAY

GIRL/BOY FRIDAY

For company located in the Hwy. 27-Albion area,
Rexdale. Salary open.

PHONE 677-0720

Accounts Payable Clerk

Duties include invoice matching, extension checking,
debit memo preparation and follow up. Some typing
required.

For Further Information Please Telephone

W. ARMSTRONG

COLES BOOK STORES LIMITED

90 RONSON DR., REXDALE

249-9121

Experienced Teller

Required by Royal Bank of Canada. Islington Subway
area.

1062 ISLINGTON AVE.

239-7327

GIRL/BOY FRIDAY

Horner-Kipling area. Experienced person with
reception, secretarial and bookkeeping skills. Must be
a self starter. Salary open.

TELEPHONE 251-3387

FOR AN APPOINTMENT

BOOKKEEPER

MALE/FEMALE

For modern cold storage plant in Bramalea. Strong on
inventory control and able to maintain books to trial
balance. Ideal working conditions, 5-day week.

Mr. Stanhope

766-6151

Accounts Receivable Clerk

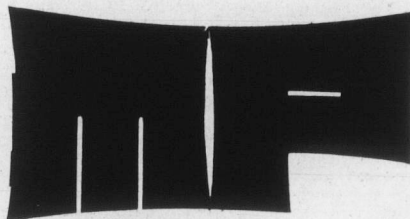
Six Points area. Typing required and knowledge of
French preferred.

CALL MRS. W. ABUCHAN

231-7277

39-OFFICE HELP

39-OFFICE HELP



PERSONNEL ASSISTANT

Exp. in salary administration.

\$12,000.

EXECUTIVE SECRETARY

Excellent shld. Lots of initiative. Super Co.

\$9,000.

EXECUTIVE SECRETARY

For controller. Shld. essential. Organizational skills.

\$8,500.

CREDIT & COLLECTION

Experience if possible.

\$7,200.

PERSON FRIDAY

Good typing, A-P. Varied duties. Excellent co.

\$7,000.

CLERK

Analytical person. Payroll experience helpful.

\$6,900.

JUNIOR CLERKS

Filing, typing or accounting.

\$5,800.

275-2366

MISSISSAUGA
PERSONNELAccounts Receivable
Supervisor

Required by manufacturing firm located on Browns
Line. Experience at reconciling accounts necessary
plus ability in collections.

Call Mrs. O'Brien 251-6531

GIRL/BOY FRIDAY

Small office. Good starting salary.

PHONE 625-0211

WAREHOUSE OFFICE CLERK

Typing required, East Mall-North Queen area.

HARRISONS & CROSFIELD

CANADA LIMITED

239-3196



Executive Secretary, Shorthand for Controller. \$165.
Switchboard typist. Versatile. Large Co. \$125.
French bilingual Secty. Shld., typing & translation for
Marketing Manager, \$ Open.
Accounts Payable clerk. Some exp. needed \$125.
Accounts Receivable clerk. Will train good
junior who likes math. \$120.

279-8050

till 9 any evenings

1125 BLOOR ST. E., MISSISSAUGA

DENTAL RECEPTIONIST

Required for progressive group practice.

APPLY IN WRITING

MALTON DENTAL GROUP

7084 AIRPORT RD., MALTON

IMMEDIATE OPENINGS

FOR

- TYPISTS
- DICTA TYPISTS
- ALL OFFICE SKILLS

Why not drop in today for a friendly chat and learn how
you can enjoy the fun and variety of temporary work as
a Kelly Girl — and earn top rates. Work 1, 2, 3 weeks or
longer.

Kelly Girl

3005 BLOOR ST. W.

236-2318

(At Royal York Rd.)

SECRETARY/PERSON
FRIDAY

Bloor-Islington area. Willing worker for small office.
Duties include all correspondence and financial typing
for busy General Manager, as well as other varied
responsibilities.

CALL MR. SMALL 239-3094

FOR APPLICATION

39-OFFICE HELP

39-OFFICE HELP

SENIOR
ACCOUNTING CLERK

The Canadian Development division of Control Data
Canada Ltd., has an immediate opening for a senior
accounting clerk.

Working in Accounts Payable, the successful applicant
will be responsible for preparation for accounts
payable vouchers, typing cheques, processing
documents and some accounts analysis.

Applicants must be high school graduates with at least
2 years related accounting experience.

Please contact:

CONTROL DATA

MRS. S. SIMPSON

826-8640

CONTROL DATA CANADA LTD.

1855 MINNESOTA COURT,

MISSISSAUGA, ONTARIO.

SALES SECRETARY

U.C.O. has an interesting opportunity for a senior
secretary; preferably with some prior experience in a
sales environment. This position offers a variety of
clerical and secretarial duties. In addition, a good
math aptitude will be required for the preparation of
statistical reports.

Salary range: \$144-\$167.50 per week plus excellent
benefits.
Location: Mississauga City Centre (Hwy. 10 and
Burnhamthorpe Road)

For more information, please call:

UNITED CO-OPERATIVES OF ONTARIO

270-3560 Ext. 132

KEYPUNCH OPERATOR

At least 2 years experience to train on CMC key to disc
machines. 8:30 a.m.-5 p.m.

CANADIAN ADMIRAL CORP.

501 LAKESHORE RD. E., PORT CREDIT

PHONE 278-5561 Ext. 388

INVOICE TYPIST

For order desk for Ink Manufacturer. Must speak
fluent English.

APPLY MRS. J. CAMPBELL

24 Bethridge Rd.

743-5581

BOOKKEEPER TYPIST

Some experience required, one person office Malton
area.

678-1444

PART TIME TYPIST

With some bookkeeping ability for Chartered Ac-
countants office — Kipling-Dundas.

TELEPHONE 231-3315

BANK OF MONTREAL-MIMICO

REQUIRES

• UTILITY CLERK

(F.X., TDRS'). Several years banking experience
required.

CALL MR. McWILLIAM OR MISS WOODS

251-3374

CLERK TYPIST

For company located in Mississauga. Hours 8:30 a.m.-
4:30 p.m.

CALL MRS. JUDD 625-6042

Hospital, Clinical,
Medical Help Wanted

Staff Pharmacist

The Pharmacy Dept. of Etobicoke General, a fully
accredited 500 bed hospital, has an immediate opening
for a 3rd Staff Pharmacist. Recent graduates with an
Ontario License and some previous hospital ex-
perience will be considered.

Salary commensurate with experience and a full range
of employee benefits are offered.

Apply to:

DIRECTOR OF PERSONNEL

ETOBICOKE GENERAL HOSPITAL

101 Humber College Blvd., Rexdale, Ont.

R.N. or R.N.A.

Required by Nursing home in Port Credit

Call 278-2213

39-OFFICE HELP

Secretary Friday

Small office in Lakeview
requires capable person for
full time position.

274-3697

39A-HELP FOR
HOSPITALS

RNA

or

NURSES AIDE

Full time and part-time,
11.30 p.m. to 7.30 a.m.

THE WILLOWS

NURSING HOME

277-2863

40-SALES HELP

MOVING CONSULTANT

Required by international
moving company to service
the Toronto area. This
position offers unlimited
earning potential to the
person who is willing to learn
and work. Experience is not
essential. Commission in-
centive, bonuses and fringe
benefits available. In-
terviews will be held in
Mississauga, January 2, 3
and 4th. Please phone L.
Gordon McTaggart, 231-4323,
between 9 and 12 noon.

41-EMPLOYMENT
AGENCIESQUOTATION SPECIALIST
\$\$ OPEN

Electronic background and a
good communicator. 1 year
+ experience. Call Karen
Nash, People Plus, 274-2381.

cameo
girl

pay cheque every Friday!

• TYPISTS

DICTA TYPIST

SWITCHBOARD

RECEPTIONISTS

• SECRETARIES

SHORTHAND OR

DICTAPHONE

• ACCOUNTING

ACCOUNTS PAYABLE

ACCOUNTS RECEIVABLE

ASSISTANT

BOOKKEEPERS

REXDALE-WESTON 247-7477
MALTON 678-7200
DOWNSVIEW 638-7666
KINGSWAY 231-6561
MISSISSAUGA 270-8888
LAKESHORE 259-1371

After 5 p.m.

call 247-7477

EXPERIENCED

ORDER DESK

\$\$ OPEN

Growth possibilities.
Outgoing and aggressive.
Call Karen Nash, People
Plus, 274-2381.

ACCTS PAYABLE

BKKPG. MACH. OP.

\$120. +

Experienced. Call Karen
Nash, People Plus, 274-2381.

41A-CAREER

TRAINING

Learn Now

Welding

(BLUEPRINT READING
INCLUDED) ARC TIG,
MIG, PRESSURE PIPE &
GAS.

DAY-EVGS.

AND SAT. CLASSES

or Drafting

Easy weekly payments
Welding Tests Daily
Technical Trades Institute
Phone 537-1215
2388 Dundas West
at Subway

42-DOMESTIC

HELP WANTED

CLEANING Lady still
required 1 day monthly.
279-9448.

43-DOMESTIC

HELP AVAILABLE

YOUNG lady seeks day
work, \$17. and car fare,
from 9 to 3 PM. 653-5537.