

**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.



**WE AT ARMOR  
WISH YOU & YOURS  
A 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. \$8 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.

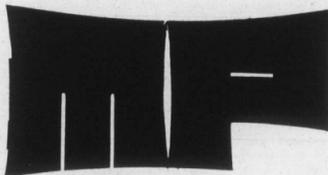
Call Mrs. Fenwick  
**Mr. Stanhope 766-6151**

**Accounts Receivable Clerk**

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

CALL MRS. W. ABUCHAN

**231-7277**



**PERSONNEL ASSISTANT \$12,000.**  
Exp. in salary administration.  
**EXECUTIVE SECRETARY \$9,000.**  
Excellent shtd. Lots of initiative. Super Co.  
**EXECUTIVE SECRETARY \$8,500.**  
For controller. Shtd. essential. Organizational skills.  
**CREDIT & COLLECTION \$7,200.**  
Experience if possible.  
**PERSON FRIDAY \$7,000.**  
Good typing, A-P. Varied duties. Excellent co.  
**CLERK \$6,900.**  
Analytical person. Payroll experience helpful.  
**JUNIOR CLERKS \$5,800.**  
Filing, typing or accounting.

**275-2366**

**MISSISSAUGA  
PERSONNEL**

**Accounts 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. Shtd., 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

**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**

**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  
AGENCIES**

**QUOTATION 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.

**44-DRESSMAKING**

DRESSMAKING, custom  
tailoring, square dance  
outfits specialty, Dixie-  
Burnhamthorpe Gail 625-  
5049