

515 Office Help

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## SCRIPTOMATIC CANADA LIMITED Accountant—Office Manager

LOCATION: DUNDAS & HWY. 427

We require an independent self-starting individual to take charge of our Accounting and Office Management functions.

Responsibilities will include preparation of books of original entry utilizing a Phillips Mini-Computer, including sales, inventory, accounts receivable, accounts payable and payroll. Monthly and Quarterly financial statement packages must also be prepared for submission to our parent company.

The successful candidate will have had 3-5 years of Canadian experience and will be capable of working without supervision.

The initial challenge will be to take charge of the accounting function, however growth potential exists with this small but fast-growing company.

The starting salary for this position is in the range of \$15,000-\$17,000 per annum.

Please submit details of your education and experience in writing to:

General Manager  
**SCRIPTOMATIC CANADA LIMITED**  
3134 UNIVERSAL DRIVE  
MISSISSAUGA, ONTARIO L4X 2E1

## the Bay Distribution Centre 145 Carrier Dr. Rexdale 675-5970

### CLAIMS CLERK

There is a full-time position available in the Traffic Department for a Claims Clerk. Duties to include physical inspection of all incoming shipments, arranging inspections with carrier, preparing claims, maintaining a claims prevention program and filing claims. Successful applicant must have a thorough working knowledge of claims, carrier rules and regulations, be a self-starter and well-organized, with a minimum Grade 12 education.

Apply in person 10-12 noon, 2-4 p.m.  
1 block west of Hwy. 27 & Albion Rd.

### Sue Taylor Personnel

**\$200. EXECUTIVE SECRETARY**  
Lots of scope offered here for the secretary with the potential to work for a dynamic individual in this well established west end firm. Must be well groomed, with excellent skills including shorthand. Good benefits.

**\$160. SECRETARY FRIDAY**  
Work for division of large west end firm handling phones and a variety of typing including dictaphone. Good benefits, on bus line.

**\$150+. DICTA TYPIST**  
Lots of promotion possibilities in this large well known west end firm. Must have fast, accurate typing with 6 months plus experience and a minimum of Grade 12. Excellent benefits.

**\$140+. INVENTORY CONTROL**  
Work on Kardex system in this small congenial west end firm. Also help out on reception desk. Good benefits.

ALSO  
Many Temporary Opportunities Available  
REGISTER NOW!

247-8608

EVENING APPOINTMENTS AVAILABLE

### CHIEF ACCOUNTANT

We have an immediate vacancy in our finance division for the above position. Reporting directly to the Controller, the successful candidate will have a professional accreditation and some identifiable and related experience in a manufacturing environment. Preferred background should include operations in an accounting, etc. group. Exposure to EDP and costing would be an advantage. This position has an attractive salary and benefits.

### CUSTOMS

We are seeking an experienced Customs Person in our Purchasing Department. The successful candidate will preferably have a Broker's license and be well versed in all aspects as it would apply to a manufacturing operation importing components and units. Good salary and benefits. Only Candidates with experience in the above positions should apply. Applications with resumes to:

Geoffrey Riggs  
TRANE COMPANY OF CANADA, LIMITED  
401 Horner Ave., Toronto, Ontario M8W 2A5

### CLERK TYPIST

We have an opening in our Transportation Department for a Clerk Typist. Applicants must have good typing skills, and some knowledge of shorthand. Individual should have at least 2 years working experience in an office environment. Good starting salary with excellent benefits and cafeteria facilities.

Please apply in person to  
PERSONNEL DEPARTMENT

Campbell Soup Company Ltd  
60 BIRMINGHAM ST., TORONTO, ONT.

### GIRL/BOY FRIDAY

Dixie & Eglinton area. Girl/Boy Friday to assist Bookkeeper. Typing - 50 wpm or better. Knowledge of accounts receivable and payable. Car an asset.

MRS. CHRISTIE

625-6884

### TELLER

National Trust has an opening for a Teller at their Cloverdale Branch (Hwy. 427 & Dundas St. West).

Experience preferred, however applicants with recent cashier experience will be considered.

For further information please contact the Branch Manager at:

239-4388

### CLERK TYPIST

Traffic Department in medium sized plastic manufacturing company, Rexdale area. Past experience with automotive shipments an asset. Minimum 50 wpm typing. Pleasant telephone manner necessary for customer contact.

FOR INTERVIEW CONTACT  
Mrs. DeMille

743-6731

### TYPISTS

For steno pool. Very promotable position. Require 1 to 2 years experience or Community College Graduate. Keele and St. Clair. Good salary and benefits.

TIME PERSONNEL 233-5574

### TYPIST

For forwarder. Kipling-Queensway area. Experience in Traffic Department or knowledge of export forms helpful.

PHONE MRS. REID, 252-5063

### INVOICE TYPIST

Mature Person wanted for order desk. Must speak fluent English, good typing a must. Rexdale area.

Mrs. J. Campbell 743-5581

### PART-TIME

### RECEPTIONIST

3 nights a week from 5:30 to 9 and alternate Saturdays 9 to 5. Some typing required.

Call

745-1003

### DICTA TYPIST

We have an opening in the Accounting Department for an experienced Dicta Typist. Duties will include correspondence, typing of financial statements and some Accounts Receivable collection work. Good working conditions and benefits.

P. DeHooge

259-2311

A. C. WICKMAN LTD.

1425 THE QUEENSWAY, TORONTO, ONT.

### THE HOBART COMPANY

EGLINTON & DIXIE AREA

Requires experienced person to work in Sales & Service Branch Office. Duties to include dicta, switchboard relief and general office duties.

For interview call Mrs. E. Judge

625-6752



### AIRPORT

BILINGUAL CUSTOMER SERVICE. Univ. Grad. \$8 OPEN  
STATISTICAL TYPIST. \$180.

### STREETSVILLE

SECRETARY. Shorthand. \$185.

### DIXIE-401

ACCOUNTANT. Transport exp. helpful. \$8 OPEN  
CLERK TYPIST. Mature/variety. \$125.  
COMPUTER OPERATOR. IBM 360. Night shift. \$10,000+.

### CLARKSON

JR. CLERK TYPIST. Car necessary. Good typing & math apt. \$ NEG.

### HWY. 5 & 10

DENTAL RECEPTIONIST. Must be exp. medical or dental office. \$175.

279-8050

3130 Dixie Rd. at Dundas

### AIR FREIGHT CLERK

For our Toronto Airport Office. Previous air freight experience and typing an asset but not essential. Shift work. Excellent opportunity for industrious Person.

For Interview Call  
MR. ROY MANN 676-2590

### SENIOR CLERK TRUCK ACCOUNTING

MACK TRUCKS CANADA LTD. a major automotive manufacturer requires an individual to fill the above position in the Controller's Department at its Corporate Offices in the Bloor-East Mall area.

The Person selected for this position will be required to assist with recording and billing procedures related to new and used truck sales. Duties will include the preparation and maintenance of truck inventory and sales records, the preparation of periodic inventory reports and the reconciliation of inter-company accounts.

Accounting experience is a definite requirement for this position along with the ability to work accurately and to meet established month-end deadlines.

To the successful Applicant we offer a good starting salary and a full range of Company paid benefits.

Interested parties should respond in writing or by telephone to:

### PERSONNEL MANAGER

Mack Trucks Canada Ltd.

300 THE EAST MALL ISLINGTON

236-1951 EXT. 252



### VARIETY OF OPENINGS

Our new office needs several people for full or part-time work in Promotion or Sales Department. Open position for Management.

For interview call Mr. Davis

823-9542

### HELP WANTED

Part time and full time. Persons with pleasant voice for telephone work and some office duties. Salary plus bonus. Students welcome.

Call 823-9540

### File Clerk

Permanent position. Typing not necessary. For Professional Engineering office. Hwy. 27 and Albion Rd. area.

749-1290  
MRS. CLAU

### LEGAL SECRETARY

Fully experienced in Real Estate for office located Evans - West Mall area. Full time position

622-7970

### 520 Sales Help

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### PART TIME

Earn good money to help with those bills. Start part time in your own business. No investment. 233-0736, 231-3621.

\$20,000. YEARLY  
Possible

Part Time. Full time positions and distributorships also available. marketing - domestic and commercial appliance. Excellent commission plus bonus. Details. 431-0606, 9 a.m.-9 p.m. daily.

### TORONTO LOTTERY LTD.

Invites inquiries from part or full time Ontario and Provincial lottery ticket salespeople. Good return on investment. Opportunity to win sellers' cash prizes. No risk by following our simple exchange policy. Call 763-3855 - business hours.

### EARN EXTRA CASH

Sell lottery tickets to friends at work or at the club. Earn commission on each ticket. Full credit on unsold tickets. Win seller's prizes in each draw. 239-2902.

### A PERMANENT PART TIME POSITION IS AVAILABLE

If you are a mature person possibly experienced in direct consumer selling and would enjoy renting TV sets to hospital patients, we have a unique and interesting opportunity for you. You will work in a local hospital bringing pleasure to patients and satisfaction to yourself. You must enjoy meeting people. Your earnings will be based on a percentage of sales, working 6 days per week, afternoons only. Several positions will be vacant.

For further info phone  
CHRIS MATYSEK

STERISYSTEMS LTD.  
749-6111

(BETWEEN 9 A.M.-12 NOON, MONDAY-FRIDAY)

### AVON NEEDS SOMEONE LIKE YOU

Turn your spare hours into earnings the enjoyable Avon Way. An earning opportunity awaits you in your area - New Toronto, Long Branch, Mimico, Etobicoke, Rexdale, Weston, Etc. Highest commission paid. For information to purchase products or to become an Avon Representative call now:

MRS. WALES - 925-4255



YOU'LL NEVER FEEL SO GOOD!

### REAL ESTATE SALES

Recent course graduates or experienced agents wanting motivation, assistance, and an opportunity of working with the best listing and selling agents in the business. (Bona fide leads supplied.)

CALL BILL CROFT 272-0123

LET'S TALK IT OVER... YOU WON'T BE SORRY

ERIN MEADOWS REALTY  
LIMITED, REALTOR

### FREE REAL ESTATE SCHOOL

\$200 weekly draw. Up to 80% commission, plus \$385 reimbursed for course to recent graduate upon joining Cimerman Real Estate Ltd. Call Manager, 275-5225.

### FULLER BRUSH CO.

Earn extra money in your spare time. No experience necessary. Excellent commission. Mature students welcome.

864-1015

BE KIND TO YOUR FRIENDS.  
Sell CLOVER GOLD  
Skin Cream  
Commission  
CDN. ORGANIC PROD. LTD.  
275-2010

### Sales Person

To sell security devices. Commission. Call after 6 p.m., 622-5839.

### 525 Medical Help

### DENTAL ASSISTANT

With experience in four handed dentistry for modern, progressive dental practice located in Erin Mills. Excellent starting salary and increases with individual growth.

828-5031

9 a.m.-3 p.m.

### EXPERIENCED

### CLERK TYPIST

for varied duties, invoice & order typing, inventory control, telex and mailing. Must be accurate with figures. Apply in writing stating salary expected.

741-6991

MRS. SACKETT

BETWEEN 2 & 4 P.M.

### CLERK TYPIST

Position consists of various office duties. Must be accurate typist.

APPLY IN PERSON ONLY

TAKARA CO. LIMITED

2076 South Sheridan Way, Mississauga



SUITE 702-ISLINGTON CENTRE  
56 ABERFOYLE CRES.

JUST ACROSS FROM BLOOR-ISLINGTON  
SUBWAY  
Queensway - Islington - Mississauga - Malton - Rexdale -  
Weston - Downtown

CALL ANN IAMARINO 239-3964

\$215+ EXECUTIVE SECRETARY with shorthand to work for president, communicate with buyers. Weston firm will welcome and reward responsible person who enjoys challenge and variety.

\$200+ DICTA SECRETARY to work in finance department. General accounting background an asset, but must enjoy typing. East Mall.

\$160+ ENGLISH/GERMAN BILINGUAL TYPIST FRIDAY. Small congenial office, excellent working conditions. Bloor W. area.

\$190 PAYROLL CLERK. Must be experienced with bank computerized system. Queensway.

\$180 TO \$200 SALES SECRETARY FRIDAY with shorthand and dicta. Great boss, excellent hours and working conditions. Queensway.

MANY OTHER POSITIONS NOT LISTED

### SECRETARY

Small manufacturer multi-location company requires the services of a Secretary. Good starting salary plus benefits. Rexdale-Airport area. Please contact E. J. Pusch, Vice-President, Controller, 675-3390.

### COLLECTIONS

\$11,000-\$13,000

We are seeking an aggressive and self-motivated person who has potential to advance. Our client's organization requires a career-minded individual interested in collections. Candidates must have previous experience and excellent communicative skills. Call Gladys Ponting, 961-7105. McIntyre Rowan & Associates.

### NURSING OFFICE

An enthusiastic individual with good nursing background required for interviewing and screening personnel on a part time basis. Mississauga location.

COMCARE LTD.  
270-9895

Call for an appointment  
Monday, Wednesday, Friday  
9:30 to 4:30

### PERSONNEL COUNSELLOR

Agency experienced with Professional manner, appearance and own transportation. Area: Mississauga (270-8888) or Weston (247-7477). Salaried position.

CAMEO CAREERS  
LTD.

ACCTS. PAYABLE  
\$140.-\$150.

Knowledge of payables necessary for the matching of invoices, vouchers, entering in ledgers. Typing an asset. North west location. Call Gladys Lenton, Personnel World Ltd., 241-9181.

### CLERK TYPIST

Require an intelligent self-starter to assist in our order department. Excellent opportunity for a recent High School Commercial Graduate to obtain training and experience.

CALL

MRS. ZANETTE  
255-5556  
Regal Toy Ltd.  
35 Jutland Rd.

### EXPERIENCED LEGAL SECRETARY

For senior position. Port Credit area.

APPLY  
Box 130, Mississauga  
L5G 4L7

ACCTS. RECEIVABLE  
TO \$165

Some experience necessary in accounts receivable, accurate typing, North west location. Call Gladys Lenton, Personnel World Ltd., 241-9181.

### MOTEL STAFF

Motel on Lakeshore Blvd. W. in Humber area is seeking full or part time front desk clerk. Individual must be mature and dependable. Pleasant working conditions. Call residence between 10 a.m. & 7 p.m. - 844-2948.

### SECRETARY

Required for busy communications company in Erin Mills. Applicants must have at least 4 years related experience, be accurate and well organized. Shorthand - 100 wpm, typing - 80 wpm. Areas of responsibilities will include, sales, engineering and administration.

A challenging position for the right applicant. Salary negotiable.

CALL MRS. KIRKWOOD

TR SERVICES LTD.

2422 Dunwin Drive, Mississauga

828-1170



### JUNIOR CLERK

QUEENSWAY - KIPLING AREA

This is an opportunity for a recent Grade 12 Graduate with some clerical experience.

Position requires typing skills and an ability to handle a variety of junior clerical duties.

Successful Applicant will be trained for switchboard relief, therefore good diction a necessity.

FOR INTERVIEW APPOINTMENT CALL  
Between 9 A.M. - 4 P.M.

255-9163

### ACCOUNTS PAYABLE \$8,300

West end company requires a Person with a good clerical background, preferably in A/P. Excellent benefits and 4 weeks vacation.

BOYCE PERSONNEL 925-2457  
OPEN 'TIL 7 P.M.