

**40—SALES HELP**      **40—SALES HELP**

### OPPORTUNITY! AUTOMOBILE SALES

Aggressive Lakeshore dealer has an excellent opportunity for an ambitious person to embark on a highly profitable and interesting career. Preference will be given to the applicant with a good sales background which need not be in automobiles. A guaranteed income is provided during a thorough training period. Our commission and bonus plan is a generous one. A new car is supplied without charge and we offer excellent fringe benefits.

For Appointment, Call:  
RUSS MAILLING OR BOB MILLER  
**HALNAN MOTORS LTD.**  
DODGE CHRYSLER DEALERS.  
3400 LAKESHORE BLVD. WEST.  
**259-4605**


**41—EMPLOYMENT AGENCIES**      **41—EMPLOYMENT AGENCIES**

### TIME personnel

WE HAVE IMMEDIATE OPENINGS IN  
ISLINGTON — QUEENSWAY —  
REXDALE — MISSISSAUGA —  
BRAMALEA — TORONTO

SENIOR PAYROLL CLERK	\$145.
ORDER DESK TYPIST	\$130.
SWITCHBOARD TYPIST	\$120.
CLERK TYPISTS	TO \$120.
INVOICE TYPIST	\$110.
JR. PAYROLL CLERK	\$\$\$ OPEN
ACCOUNTING CLERK	\$\$\$ OPEN
CODING CLERK	\$115.
EXECUTIVE SECY. — SHTD.	\$140.
SECRETARY — DICTA — SOME SHTD.	\$125.
DICTA SECY.	\$120.
SALES SECY.	\$140. +
KEYPUNCH OPERATORS — 1 YR. EXP.	\$130.
NCR BKKPG. MACH. OP	\$125. +
ACCOUNTS PAYABLE — SOME TYPING	\$\$\$ OPEN
BOOKKEEPER	\$125.
COMPTOMETER OPERATORS	\$120.


**SIX POINTS PLAZA 233-5574**



MARKETING SECRETARY .....\$695.  
EXPERIENCED DICTA TYPIST .....\$585.  
JR. ACCOUNTING CLERK TRAINEES\$435.  
CLERK TYPIST TRAINEE.....\$455.  
INVENTORY CONTROL CLERK.....\$540.  
BOOKKEEPING MACHINE OPERATOR.....\$650.

For these and other positions available, please contact:  
June Simpson-Valentina Deek-Sharon Bray

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



**PERSONNEL WORLD**  
7 YEARS OF SERVICE

WE HAVE MANY PERMANENT POSITIONS AVAILABLE IN ETOBICOKE AND SURROUNDING VICINITY FOR BOTH EXPERIENCED AND INEXPERIENCED PERSONS.

A-R CLERK	\$120.
Royal York S.	
NCR 3000	\$125. +
Bkp. mach. op.	
RECEPTION-TYPIST	\$115.
Malton.	
CUSTOMER DATA CLK.	\$111.
Sherway.	
JR. SECTY.	\$115.
No s-h or dicta.	
G-B FRIDAY	\$105.
Rexdale.	
NCR 395 —	\$110. +
A-R - A-P payroll.	
SWBD. TYPIST	\$100.
Rexdale.	
DICTA TYPIST	\$125. +
Brown's Line.	
G-B FRIDAY —	\$135. +
Rusty s-h. Rexdale.	

Open Mon. & Thurs. evgs. 'til 8 p.m.

MANY TEMPORARY POSITIONS AVAILABLE ALSO THROUGH OUR AFFILIATE TOSI. LET'S DISCUSS YOUR JOB FUTURE. PLEASE CALL OR DROP IN.

**MADLINE DUNN**  
1252 THE QUEENSWAY      252-3515

**41—EMPLOYMENT AGENCIES**      **41—EMPLOYMENT AGENCIES**      **41—EMPLOYMENT AGENCIES**      **41—EMPLOYMENT AGENCIES**

### SEVEN-ELEVEN EMPLOYMENT SERVICE LIMITED

PAYROLL CLERK. Excellent salary, benefits and future for an intelligent person with previous experience, preferably in a factory. Will assist with a large payroll for hourly and salaried employees. Great future. **\$130 +**

PAYROLL CLERK. Previous experience helpful, though not essential, for this great position. Will train on a McBee 1-rite system. Large hourly payroll. Good benefits and future. **\$OPEN**

JR. RECEPTIONIST. Little or no experience required for this junior position, providing you are a bright, well-groomed person with minimum 30 typing. Will handle a push button phone. Good benefits and future in a very friendly office. **\$115**

CLERK TYPIST. A bright, ambitious junior with 50 typing required to handle a variety of interesting duties in this great office. Exceptional company benefits, with a very secure and progressive future. **\$115**

A-P-BOOKKEEPER. Previous experience, combined with an accurate typing speed of 35, required to handle this responsible position which includes cash disbursements, preparing invoices, general posting, etc. Good benefits and future. **\$140**

JUNIOR CLERK. No experience necessary! Looking for a sharp, ambitious junior with plenty of self-motivation to keep track of machine repairs, etc. Plenty of client contact. Training provided. Typing merely an asset. **\$95 +**

ORDER TYPIST. Work in this pleasant customer service department, typing orders, filing, etc. Very good benefits and future prospects. **\$130 +**

A-R-A-P-RECEPTIONIST. Plenty of variety working in this modern office situation, handling A-R and A-P on a 1-rite system, plus a 5-line phone. Great working conditions. **\$125**

SECRETARY. An out-going, friendly person, with 60 typing, 80 shorthand and good dicta, required to work for this friendly purchasing manager. Plenty of variety. Great company benefits and future prospects. **\$135**

JR. A-P CLERK. A mature-thinking person, with min. 6 months related experience, required to handle a variety of related duties, such as opening mail, matching invoices, etc. No typing involved. All benefits paid, with a review in just 3 months. Excellent promotion possibilities. **\$120**

SALES SECRETARY. Highly involved and interesting position, requiring 55 typing, good dicta and some previous office experience. Will handle all general duties for District Sales Manager. Good benefits and future, with an excellent chance for early promotion. **\$140**

NCR 395. Great office situation for a bright, detail-minded person with approximately 3 years related experience. Will handle invoices and a small payroll. Good benefits and future. **\$135**

THESE AND MANY OTHER EXCELLENT POSITIONS ARE NOW AVAILABLE THROUGH THE FOLLOWING SEVEN-ELEVEN BRANCHES. CALL OR DROP-IN TO THE BRANCH NEAREST YOU TODAY FOR FURTHER DETAILS.

1896 Weston Rd. (at Lawrence)      244-5501  
655 Dixon Rd. (Skyline Hotel)      241-8611  
3339A Bloor W. (at Islington)      233-1207

### SO MUCH TO CHOOSE FROM!

That's right... a large selection of HIGH PAYING JOBS available. Call now!

•\$150.++ SENIOR BOOKKEEPER Be your own boss. We need a responsible person who has proven ability in this field.	•\$160. + EXECUTIVE SECRETARY To the President. We require a mature organized, person to fill this challenging position.	•\$140. + SENIOR SECRETARY Variety in the spice of this job. If you're interested in property management, your chances are excellent to start immediately.
•\$140. ACCOUNTS PAYABLE Fully experienced for this stimulating position.	•\$165. + TYPIST If you're intelligent with supervisory ability and accurate typing, we need you immediately.	•\$100. BEGINNERS! Energetic, with Grade XII to train in general office, west end.
•\$135. ACCOUNTING CLERK Accuracy is the key to this interesting position, some typing. Ultra modern offices.	•\$135. ACCOUNTS RECEIVABLE 1 year experience for this large busy office. Excellent opportunity plus flexible hours.	•\$135. RECEPTIONIST Accuracy more important than speed. Also will train on bookkeeping machine. Grade 12. Brown's Line. \$90.

PLUS MANY, MANY MORE  
COME SEE US AT A LOCATION NEAR YOU

**247-7477 WESTON**      **638-7666 DOWNSVIEW**      **231-6561 KINGSWAY**      **270-8888 MISSISSAUGA**

**3 DAYS A WEEK**  
Experienced payroll clerk to work Mon.-Wed. & Fri. for Cooksville co. on bus route. Call Mrs. Johnston, Personnel World. **823-3301**

**INVENTORY & PRODUCTION**  
\$500. MO.  
Inventory and production scheduling. Visi-record system. Fantastic benefits and many paid holidays. On subway. Summit Personnel, 239-1186.

**CLERK TYPISTS**  
PERMANENT & TEMPORARY  
**275-2366**  
Mississauga Personnel

**INTERMEDIATE ACCOUNTANT**  
2 or 3 years in R.I.A. or C.G.A. to assist Chief Accountant of large Bramalea Company.  
Call Eric Cole      **233-5574**

**TIME PERSONNEL**

**ACCOUNTS RECEIVABLE CLERKS**  
PERMANENT & TEMPORARY  
**275-2366**  
Mississauga Personnel

**ACCOUNTING**  
Rapidly expanding Mississauga Manufacturing firm seeks individual in 1st or 2nd year R.I.A. or C.G.A. to assume complete responsibility of A-P. Excellent opportunity to advance. Will consider applicant with strong accounting background interested in personal growth. To \$9,000. Call Mrs. Fenwick, Personnel World. **823-3301**

**CUSTOMER SERVICE**  
Dixie Rd. area co. seeks clerk typist for order dept. Must have pleasant personality and an ability to handle customer problems. Interesting job for "People Oriented" person. Call Mrs. Fenwick, Personnel World. **823-3301**

**RECEPTIONIST**  
Good typing and figure oriented for 3 week assignment. Queensway.  
BARB TUBMAN  
**252-3515**  
TOSI TEMPORARIES  
1252 The Queensway  
OPEN MON. & THURS.  
TIL 8 P.M.

**DICTA SECRETARIES**  
PERMANENT & TEMPORARY  
**275-2366**  
Mississauga Personnel


**2 KEYPUNCH OPS.**  
Centrally located Cooksville co. requires 2 experienced operators. Pleasant working conditions and good co. benefits. \$130+. Call Mrs. Fenwick, Personnel World. **823-3301**

**KEYPUNCH**  
\$135.  
One year experience on 129 or 029. Rexdale. Call Linda White.  
Contemporary Skills  
**239-4615**

### AN O.O. BRANCH

AS CLOSE AS YOUR PHONE

Choose the one nearest you and call today



SWITCHBOARD OPS  
MCST OPS      STENOGRAPHERS  
CLERICAL      DICTA TYPISTS  
TYPISTS      SECRETARIES

### BEST JOBS

PAYABLES      \$130.	NCR 3300      \$145.
Rexdale-Martingrove. Process invoices for payment — type cheques.	Rexdale. Post full set of books. <b>PART BOOKS</b> \$135.
FRIDAY      \$140.	Malton. Accounts Payable — post general ledger.
Rexdale. Correspondence for President & Sales. Variety.	BOOKKEEPER      \$170.
INPUT      \$125.	Malton-Busy company — full set.
Bloor-Hwy. 27. Check computer input.	SMALL OFFICE      \$125.
RECEIVABLES      \$135.	Rexdale — Martingrove. Telephone — clerical — variety of typing.
Dundas-Hwy. 27. Process for computer — prepare deposits.	DICTA SECRETARY      \$150.
MACHINE POSTING      \$140.	Rexdale. National Sales Manager — Variety.
Bloor-Hwy. 27. Post receivables & general ledger.	STATISTICS      \$135.
FRIDAY      \$135.	Albion-Hwy. 27. Analyze sales figures — type reports.
Dixie-Eglinton. Purchasing — typing — expediting.	INVENTORY      \$135.
PRESIDENT'S OFFICE      \$160.	Belfield-Hwy. 27. Must enjoy telephone work — price orders.
Dixie-Eglinton. Strong knowledge of bookkeeping — good typing.	POST LEDGERS      \$110.
RECEPTION      \$120.	Rexdale — bus route. Figure aptitude.
Brown's Line-Horner. Busy telephone — no typing must have Industrial experience.	DICTA TYPIST      \$140.
INVENTORY      \$130.	Rexdale-Lakeshore. Fast & accurate for Sales.
Dixie-Eglinton. Post records — order materials — no typing.	EXECUTIVE SECRETARY      \$175.
RECEPTION      \$125.	Mississauga-401. Good skills for Industrial Vice President.
Malton. Busy PBX — 40 wpm typing for variety.	RECEPTION      \$115.
PART BOOKS      \$140.	Rexdale-Martingrove. Busy telephone — accurate typing.
Dixon-Carlingview. Accounts payable — costs — deposits.	

**248-6695**  
AFTER 6 P.M. & WEEKENDS CALL 233-7448  
1908 WESTON RD. at LAWRENCE

**SPECIALIZED PERSONNEL**

• RECEPTION TYPISTS  
PERMANENT & TEMPORARY  
**275-2361**  
Mississauga Personnel

**SECURITY GUARD**  
Aggressive Person with grade 12 education. for shift work with large West Toronto Manufacturer.  
Call Eric Cole      **233-5574**  
TIME PERSONNEL

CLERK TYPIST  
We have an opening for a clerk typist to post accounts and inventory as well as copy and invoice typing. Lots of variety. Cooksville. \$115. Call Mrs. Fenwick, Personnel World. **823-3301**

• GENERAL CLERKS  
Permanent & Temporary  
**275-2366**  
MISSISSAUGA PERSONNEL

**ADMIN. SECY.** \$145.  
Bright, responsible person desperately needed to run small division of leading company. Two partners, occasionally absent. Variety, own office, modern surroundings. Fully paid benefits. Etobicoke. Summit Personnel, 239-1186.

**KEYPUNCH OP.** \$135.  
We are looking for an experienced operator for client with 3 person dept. in the Dixie-Dundas area. Call Mrs. Fenwick, Personnel World. **823-3301**

Ryerson  
Seneca  
Humber  
Sheridan  
University  
Sr. Students  
With office experience or training needed work available on a short term basis or for your full vacation. Top rates and bonus system.

**tosi**  
TEMPORARIES LIMITED  
1901-D Weston Rd. 241-9181  
1252 Queensway 252-3515  
3035A Hurontario St. 823-3301

**SECRETARY**  
\$160. +  
A well groomed, attractive individual with 2-3 years secretarial experience required for this Weston position. Shorthand an asset. Call Linda White.  
Contemporary Skills-  
**239-4615**

**Temporary A/R CLERK**  
July 25th to August 9th. Bramalea Centre area. Call Joan Hockin at 239-2716. DGS Group.

**G/B FRIDAY**  
You'll enjoy the congenial atmosphere of this 2 person Cooksville office. Varied duties include typing letters, lite bookkeeping, invoicing and phones for service co. \$125. Call Mrs. Fenwick, Personnel World. **823-3301**

**dimension**  
FRESH FROM SCHOOL?  
Looking for your first job? We will give you the right start to a great future. Clerical and typist positions are now available to you. CALL NOW!  
RECEPTIONIST TYPIST  
Marvelous offices require bright well spoken individual. 40 typing good benefits.  
**241-9165**