

515 Office
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Help

SECRETARY (CREDIT) \$175-\$185
To work for VP. Finance. Excellent phone manner. Duties include credit collections, correspondence, statements, minutes (Some shd.), deposits, etc. Interesting variety and excellent benefits. Dixie-Eglinton. A/R CLERK \$150
Must be experienced with manual posting system. Busy, congenial atmosphere for the detail and math minded. Dixie-Eglinton.
A/P CLERK \$160-\$184
To work for the Accountant in friendly atmosphere and handle manual postings to general ledger. Some bookkeeping and typing. Dixie-Lakeshore.
A/R TYPIST \$160
To prepare A/R and type invoices in friendly office setting. Terrific job for the math oriented. Dixie-Eglinton.
SECRETARY \$174-\$184
Initiative and flexibility are main pre-requisites for this interesting sec. position in small office. Some shd. an asset, but will eventually handle own correspondence. Great benefits. Dixie-Britannia.
EXEC. SECRETARY \$185
With shd., good typing and financial background to work for Pres. and VP. of Finance. Streetsville.
SHD. SECRETARY \$175-\$185
For small Regional office of large well established firm. This interesting position offers lots of variety for the self motivated thinker with excellent shd. skills. Super benefits. Dixie-Eglinton.

279-8050

3130 Dixie Rd. at Dundas
OPEN THURSDAY 'TIL 8 P.M.

REQUIRES A
RECEPTIONIST

Location: North Queen & East Mall

Duties include answering all incoming calls on a PBX 756 unit with 5 incoming and 25 extension lines. The receiving and directing of all visitors and appointments to appropriate staff. Responsible for our office supply room as well as a minimal amount of typing required.

We offer flexible hours, competitive salary with a 3, 6 and 12 month review and a comprehensive benefit package.

CALL P. A. TUBA, PERSONNEL MANAGER
231-5651**ORDER DESK ASSISTANT**

Required for busy instrument modification Sales & Service Centre in Malton area.
Duties include telephone liaison with customers, order processing, costing, Kardex inventory control, good in word documentation, etc. Knowledge of Sales Office procedures and accurate typing skills essential.

Please Contact Mrs. Henderson

671-2253

**ACCOUNTS RECEIVABLE
COLLECTIONS**

With experience. To communicate to Customers by phone and correspondence. Apply cash on I-Rite system. Age and type monthly A/R trial balance. Company benefits. Company located in Kipling-Norsemans area.

CALL 231-6574
H. Ruhl Machinery Co. Ltd.
40 Advance Rd., Islington**MATURE PERSON**

Required for collection work. Mini computer experience an asset, experience on Accounts Receivable necessary. Rexdale.

249-8141

PERSON FRIDAY

One person office, good telephone manner, bookkeeping would be useful but not essential. Some shorthand. Mature person preferred. Hours 8:30 to 5. Located in Port Credit on Lakeshore.

FOR INTERVIEW PLEASE CALL

278-0624 Mrs. Morris

COMPUTER PROGRAMMER

Our West End office immediately requires the services of an experienced Systems 3 programmer.

The successful individual will have a general all round background with all computerized accounting functions. Due to our location, a car would be a definite asset. This position offers a varying workload and a definite chance for advancement.

961-4437

**Clerk Typist**

High School Graduate with minimum 1 year's office experience. Accounting experience an asset but will train. Required immediately.

DEBBIE WIATZKA
749-9000**CLERK TYPIST**

We have a position now open in our Traffic Department. The successful Applicant must have first class typing skills and a minimum of Grade 12 education. A knowledge of Traffic procedures would be an asset although not essential.

MAIL CLERK

We have a Junior position now open for a person in our Filing and Mailing Department. Applicants should have a minimum of Grade 12 education, chauffeur's licence and a good driving record.

These are permanent positions with excellent starting salaries and Company paid benefits.

FOR FURTHER INFORMATION OR APPOINTMENT FOR INTERVIEW PLEASE CALL:

ANACONDA CANADA LTD.

260 - 8TH ST., TORONTO
259-6611 EXT. 367**System 3 Model 23
Computer Operator**

We have an attractive position open in our Data Processing Department. It will be of interest to individuals with at least 1 year experience operating a Model 10, 12 or 15. A keypunch background would be of value. The successful candidate could find a career opportunity in programming within 2 years.

Plough (Canada) is a progressive manufacturing company in the Toronto International Airport area, offering an excellent salary/benefit package.

Telephone 677-1960

PERSONNEL MANAGER

Plough (Canada) Limited

6400 NORTHAM DR., MISSISSAUGA

CLERK TYPIST

Immediate opening in Life Insurance Branch office. Excellent typing required. Preference for Life Insurance experience.

CONFEDERATED LIFE
2 Eva Rd.
622-1194**SECRETARY**

For a sales office. Experience on teletype machine or computer terminal desirable. Good salary and fringe benefits. Located off Dixie near 401.

625-7070

FAIRCHILD SEMI CONDUCTOR
Unit 26 - 1590 Matheson Blvd., Mississauga**Sales Order Desk**

We are a well established manufacturer of store equipment. Our continued growth has created an opening in our Sales Order Department to process customer orders, handle telephone inquiries and other related duties. This position offers a good opportunity for advancement plus full range of fringe benefits. For more information and to arrange a personal interview contact

MR. A. S. BUNDY

J. A. Wilson Display Ltd.
1645 AIMCO BLVD., MISSISSAUGA

625-9200



INTERNATIONAL DIVISION

OF
NORTH AMERICAN
VAN LINES
CANADA LTD.

REQUIRES IMMEDIATELY

TRAFFIC CLERK

TYPING - GOOD WITH FIGURES

MALTON AREA
EXCELLENT COMPANY BENEFITS
MODERN FACILITIESCall Mrs. Niebank
671-2400 FOR APPOINTMENT**RECEPTIONIST**

We require a mature person as a Receptionist in a Busy dental practice. Experience in a dental office preferred but not essential. Please reply to:

BOX "F"

c/o The Mississauga Times
2980 LAKESHORE BLVD. W., TORONTO M8V 1K1**JUNIOR
COST ACCOUNTING CLERK**

A reliable person to assist in our Cost Accounting Department. Duties consist of costing invoices, account reconciliations and preparation of expense statements.

We offer excellent working conditions and a full range of company paid benefits.

Please submit resume to:

D. C. READ

LEEDS & NORTHRUP,
CANADA, LTD.

41 Constellation Court, Rexdale M9W 1K4

SECRETARY

\$180

Good dicta with the initiative to organize and maintain an efficient marketing area.

275-2366

MISSISSAUGA
PERSONNEL**TR SERVICES LTD.**

2422 Dunwin Dr., Mississauga, Ont.

SERVICE CLERK

Required for busy Service Desk. Former experience on telephone work necessary. Typing, filing and other clerical duties involved. Salary negotiable, pleasant working conditions.

PLEASE CALL MRS. KIRKWOOD

828-1170

GENERAL CLERK

Required to work in the Personnel Department of a large Mississauga Corporation.

The position requires mathematical ability and an interest in detail oriented work.

Duties include record keeping, statistical typing, filing and project work in the salary administration area.

INTERESTED APPLICANTS SHOULD SUBMIT A PERSONAL RESUME STATING SALARY REQUIREMENTS TO: BOX "K", c/o THE ADVERTISER, 2980 LAKESHORE BLVD. W., TORONTO, ONTARIO M8V 1K1.

ORDER DESK

We are looking for an experienced individual to work on our order desk. Only those people with experience in the fastener industry need apply. Salary commensurate with experience. Company benefits.

CALL 255-9104

MRS. LUNDRIGAN

SECRETARY

Required for Community Service Centre in Lakeshore area. Interesting position with lots of public contact.

Mature person with minimum of 60 wpm typing and ability to deal with public.

FOR APPOINTMENT CALL

259-4209



SINCE 1898

National Trust Company has the following position available in their Branch Office:

TELLER

WESTON & LAWRENCE

Experience preferred, but Applicants with recent cashier experience will be considered.

For further information please contact our Personnel Department.

364-9141 LOCAL 668

ACCOUNTS PAYABLE

\$180

Fully experienced with accounts payable to supervise 2 people.

275-2366

MISSISSAUGA
PERSONNEL

Payroll Clerk Typist required for 17 weeks. Duties are keeping attendance records, calculating vacation entitlement; sending out medical claim forms; attending to front counter and answering telephones; typing varied reports and letters.

Grade XII education with some office experience required. A pleasant personality and an ability to deal with the public and staff at all levels in a courteous manner. Must be accurate with figures and possess good typing skills.

Apply to the Staff Relations Officer

Box 1900, Rexdale, Ont.
M9W 5L7
Personnel Relations Centre
Refer to: Ad. #77-05

WEIR & MARKSON

Requires an experienced

LEGAL SECRETARY

Call 279-7930

Junior Secretary

Required for busy manufacturing plant in Malton. Duties to include typing, filing and various general office procedures. Experience preferred.

PLEASE CALL

Mrs. Kehoe 677-6400

**BETWEEN
JOBS?**

- IMMEDIATE OPENINGS
- IMMEDIATE PAY
- EXECUTIVE
- SECRETARIES
- SHORTHAND TYPIST
- DICTA TYPISTS
- TYPISTS
- ACCOUNTING
- SWITCHBOARD
- BUSINESS MACHINES
- KEYPUNCH

Located in these areas only:

Weston-Rexdale	247-7477
Mississauga	270-8888
Weston-Rexdale	247-7477
Mississauga	270-8888
Malton	678-7200
Islington	231-6561
Lakeshore	259-1171
Downsview	638-7666

PART-TIME

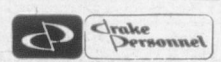
2 or 3 afternoons per week. Some typing, bookkeeping. 1 P.M. to 4:30 P.M. \$11 per day.

624 The Queensway
252-6321JR.
CLERK TYPIST
\$110

Accurate typing and aptitude for figure work are the requirements for this Junior position. Company will train. Recent Grads will be considered. Yorkdale area. Call Gladys Lenton, Personnel World Ltd., 241-9181 - Open Mon. & Wed. 'til 8 p.m.

SECRETARIES

We have 2 openings for Exec. Secretaries to work for Execs. in Corporate offices. \$200.-\$250. For more details on these orders call Mrs. Fenwick, Personnel World Ltd., 3035A Hurontario St., 275-8888.

SALES
REPRESENTATIVE

For

DRAKE PERSONNEL

Our secretarial/clerical division needs your outside sales and secretarial experience to represent our division in a sales capacity. Product knowledge training will be given to enable you to call on established Clients and develop new ones throughout West Toronto. Salary commensurate with experience. For confidential interview call Mrs. Froman 625-6620.

G/B FRIDAY

Small, busy office, Eglinton-Dixie area is increasing staff and requires a receptionist with good typing skills who would enjoy a job with lots of variety. Own car preferred. \$150-\$170. Call Mrs. Fenwick, Personnel World Ltd., 3035A Hurontario St., 275-8888.

**SPEND TOO MUCH
OVER
NEW YEAR'S?**

Our Company needs 6 people immediately to work part time evenings in our Advertising Department. Full time positions also available. For interview call

275-3291

DICTA

Busy office, Wharton Way area, seeks dicta typist with an aptitude for figures. Will consider Person wishing to return to the business world. Call Mrs. Fenwick, Personnel World Ltd., 3035A Hurontario St., 275-8888.

SWITCHBOARD

TEMPORARY

Work lasting 3 months or longer, two hours a day, 4-6 p.m. Lawrence and Caledonia Rd. area. 15 incoming lines including conference lines. Ideal for experienced Bell trained Person. We pay top hourly rates. Call Mr. Wilbur at TOSI, 236-1036.

**EXECUTIVE
SECRETARY**

THE JOB: Definitely a career position with shorthand a prime requisite, every opportunity to "get involved." THE COMPANY: Established, diversified with interesting products. All benefits. THE BOSS: Ambitious, intelligent, demanding... and always on the move. SALARY: Negotiable, no clock-watches please!

270-8888 247-7477

cameo career

520 Sales
Help520 Sales
Help**CAREER FORUM****DOES REAL ESTATE
INTEREST YOU?**

Due to expansion of our Company we require additional Sales Help to handle the increased volume of business. Also new offices will be opening and we will require Management Trainees. You can get the facts by attending

CANADA PERMANENT TRUST
REAL ESTATE CAREER FORUM
at no cost or obligation.THURS. JAN. 20, 1977 AT 7:30 P.M.
1151 DUNDAS ST. WEST, MISSISSAUGA
GET THE FACTS FOR THE 70's

- What's ahead
- The Market Outlook
- The Career Opportunities
- How to get Started Fast
- Spouse Welcome - Call To-day

GORD SCHULTZ
270-6000

CANADA PERMANENT TRUST COMPANY
REAL ESTATE

Real Estate Needs Qualified
Sales Men and Women**Can You Qualify?**

Find Out - Attend Our

REAL ESTATE
'CAREER' SEMINAR

DATE: JAN. 22 (SAT.)
TIME: 9:30 A.M. - 3:30 P.M. (Lunch included)
PLACE: NEWPORT TOWERS HOTEL

- The Career Outlook
- Sales Opportunities
- How To Get Started

NO COST or OBLIGATION

ACT NOW
CONTACT
Ask For "Career" Seminar
By "Invitation" Only
Enrolment Limited