PERSONNEL CLERK

The position involves secretarial duties for busy department of 6; the reception of applicants; maintaining confidential salary records; and a variety of tasks.

The selected applicant will have at least 1 year's experience, preferably in an employee relations depart-ment. Strong typing, dicta and English language skills are required. A pleasant personality is a must.

EMPLOYEE RELATIONS - ASSISTANT

The varied and challenging responsibilities include recruiting, interviewing and selecting prospective employees for clerical and technical positions; maintaining confidential salary and personnel files; compiling and typing monthly reports and other statistical informa-

Candidates must have 1 year's experience in a similar position and be able to function tactfully and efficiently

BETH SELLARS

277-3131

ESB CANADA LTD. 2301 DIXIE RD.
(at The Queensway)



BURROUGHS BUSINESS MACHINES LTD.

Belfield & Hwy. 27, Rexdale, Ont.

REQUIRES

Service Records Clerk

To work in sales/service branch office. Duties to include telephone answering, processing of service records, invoicing, typing and a good knowledge of general office procedures. Hours 8 to 5. Own transportation preferred

For interview call Mrs. Ansell

675-5588

ACCOUNTING CLERK

are looking for someone with a mature personality who enjoys responsibility to fill a very interesting position in our Manufacturing Department. 2-5 years' general ac-counting or payroll experience is desirable. Salary will be commensurate with experience. Excellent company

Please call

DIANA HAWORTH

621-9302

Accounts Payable

We require an individual with 2-3 years' experience in ac-counts payable, vouchering and general office duties, to assume similar responsibilities in our Executive Offices.

Applicants should have general typing skills and be able to work with a minimum of super

For an appointment please call

236-2463 Purolator Courier Ltd.

PRICER

Required by automotive small parts in the Dixon-Carlingview area. Experienced only. Good fringe benefits. Congenial atmosphere

675-7571

JUNIOR CLERK TYPIST

The Purchasing Agent of a well established tag & label company in the Etobicoke area requires a full time Junior Clerk Typist. Duties to include typing, filing, ordering and general correspondence with suppliers. Switchboard experience preferred but not essential. The individual should have a good aptitude for figures, be well groomed and a self-starter. Good tringe benefits. Cafeteria and parking on premises, close to TTO. parking on premises, close to TTC.

Contact

MR. R. LOVELESS

KIMBALL SYSTEMS 233-1135

Accounts Payable Clerk

A bright, neat person required for Accounts Payable Department. Must have aptitude for figures and be able to type. Preference will be given to applicant with ex-

Call Mr. MacDonald

677-9800 WHITE TRUCKS

6205 AIRPORT RD., MALTON

515 Office

515 Office

EXECUTIVE SECRETARY \$10,000.—

Enter the exciting world of cosmetics. Good groom and top secretarial skills could win you a position in this company's Sales & Marketing Division. Full company

FOR FURTHER INFORMATION CALL NAN LAW

239-2716

1243 ISLINGTON AVE. SUITE 611

Legal Secretary

233-6224

OR 447-4777 EVENINGS

BILINGUAL GIRL/BOY FRIDAY

Needed for small office. We are looking for someone who can handle all aspects of a small office, a good typist and a reliable worker. (English/French). Salary commensurate with experience. Reply to:

Joe Schuringa

JOMAR PRODUCTS LTD.

37 Brydon Dr., Rexdale

741-8761

ACCOUNTS RECEIVABLE CLERK

Required immediately in our central bookkeeping office located at East Mall and Burnhamthorpe Road. Duties include balancing of payroll, posting of ledger on a 1-Rite System. Applicants should be able to type and must be good at figures. A community college diploma or inimum 2 years' experience in accounts receivable is

> EXTENDICARE 361-0572 Ext. 53

OFFICE SERVICES CLERK

We are seeking a bright, conscientious person to work in our mailroom on a permanent basis. Duties will include opening, forwarding, and delivery of mail, plus the preparing of outgoing mail for post office and couriers, and other duties as assigned.

To the successful applicant, we offer flexible hours and a generous benefits package in addition to a competitive

For an appointment, please call

MOORE BUSINESS FORMS 762-8121 Ext. 242

General Office Clerk

Responsible person required in our general office for clerical duties. Candidate must have typing skills and ap-

For appointment, please call

231-6587 VOGUE BRASSIERE INC.

120 The East Mall, Etobicoke

Switchboard Operator/Typist

We are looking for an experienced person to handle our switchboard and reception area. This position involves some typing so 40 wpm would be necessary. Good oppor-tunities for advancement.

Apply Personnel

PLOUGH (CANADA) LTD. 6400 NORTHAM DR., MALTON

677-1960

Secretary/Clerk

We have an opening available in our Merchandising Department for a well organized responsible person who is accurate with figures, has good analytical ability and practical business experience to assist the buyer. The successful candidate must have good telephone communication skills, able to compose and type correspondence and enjoy a wide variety of duties in a busy convirance.

INTERESTED APPLICANTS PLEASE CALL

MRS. V. BURTON

Consumers Distributing Company Limited 62 BELFIELD RD., REXDALE

245-4900 Ext. 291

515 Office Help

515 Office

Secretary/Receptionist

President of a small brand name company desires a Secretary with some smarts, one who can manage a 1-

Dictaphone experience, general office filing, invoicing experience, junior marketing assistant. 5 days, \$200 per week. Start immediately. Rexdale/Hwy. 27/Albion Rd.

Phone 675-1135 THANK YOU!

Part Time

PERSON FRIDAY Position requires mature individual for a manufacturing office. Duties include typing, payroll, Kardex control. Must be accurate with figures. Part time 2 and 3 days per

Please call for appointment

Appleton Electric Ltd.

18 DORCHESTER AVE. (Queensway & Islington)

252-1178

PERSON FRIDAY

1-person office. Position requires typing and filing. Own transportation necessary. Bramales area

791-5676

Carter Products Kitimat Road

Experienced order desk person required to share responsibilities of busy order desk. Must be willing to learn computer terminal operation, Ability to communicate easily

Excellent working conditions and fringe benefits

CALL MRS. SALT

826-6200

Quality Control Secretary

ed by cosmetic manufacturer in the Malton area. Duties would include all secretarial functions and some clerical work. Typing speed of 60 wpm and a good aptitude for figures necessary. 6-12 months experience

Apply Personnel

PLOUGH (CANADA) LTD. 6400 NORTHAM DR., MISSISSAUGA

677-1960

Invoice Typist

Experienced Invoice Typist with a minimum of 60 wpm Permanent position. All benefits including dental plan.

251-5251 Beckman Instruments Inc.

901 Oxford Street CONTACT ELLIOTT DOUCETTE

TYPIST/RECEPTIONIST

Experienced person required by industrial sales office vicinity Islington & Queensway. Major requirements are neat, accurate copy typing of letters and quotations,

> 252-4193 CEA SIMON-DAY LTD.

14 Dorchester Ave., Toronto

ACCOUNTS RECEIVABLE CLERK

Required for medium size office in Rexdale. Should be iar with accounts receivable 1-Rite System (McBee) Good salary and working conditions

> PLEASE CALL MRS. BROWN 743-7971

JUNIOR CLERK TYPIST

Full time. Duties include typing, filing, telephone answer

CONTACT MR. A. GOGAN Pilgrim Technical Products Ltd.

677-5495

515 Office

THE RESPONSIBILITIES INCLUDE

Fixed asset records

CLERK

Monthly reports on inventory, maintenance and outside services
 Journal entries for plant records, A/P and foreign exchange

Previous accounting experience of 1½ years is desirable A proven aptitude with figures is necessary.

We offer a pleasant work environment and an opportunity

BETH SELLARS

277-3131

ESB CANADA LTD.

2301 DIXIE RD. (at The Queensway)

Billing Machine

Operator

Required for Friden 5010. Must be fast, accurate typist. Dixie/401 area. Own transportation desirable. Pleasant

624-3300

SWITCHBOARD/RECEPTION

Required immediately for international company located on Evans Avenue. Must be personable, and fully ex-perienced in international telex and telephone com-

FOR INTERVIEW CALL P. A. MANCHUR

252-5252

SALES

520 Sales Help

520 Sales

Mail detailed resume to:

ment, good working conditions

to grow within our stable organization

515 Office

540 Domestic Help Wanted GENERAL ACCOUNTING

area, European lady, experienced, looking for house cleaning, no laundry, \$26 from 9 to 3 p.m. and car fare, 259-4190 call anytime.

WANTED: Experienced European cleaning lady, must have references, 9:30 to 4:30. Fridays, own transportation, Lorne Park area, bus stops at door, 274-2604.

MOTHER'S helper for single parent family, must live in, 3 children: 247-3679.

541 Domestic Help Available

RENT-A-CHAR

Professional cleaning of

YOUNG English - Scottish ladies with highest references desire live-

HOUSEKEEPERS, Babysitters, Cleaning Ladies, Companions, Live in or out. Temporary & permanent SOS Domestics, 868-1070.

CLEANING lady available, experienced with references. Etobicoke area, call 251-0056. EXPERIENCED Lady, desires, day work, Thursday & Friday, 762-7101.

Employment Thru Education

REPRESENTATIVE Feature Products Inc., distributors of T-Fal Cookware Krazy Glue and other TV promoted items, require a Sales Representative. The successful applicant will cover part of Toronto and southwestern Ontario, have previous ex-perience calling on major chains, have proven ability to COMPUTER KEYPUNCH initiate sales, be a self-starter. Only motivated people

Salary commer other benefits. nensurate with experience. Car allowance and

J. A. Ferguson, Director of Sales

FEATURE PRODUCTS INC. 2333 MILLRACE COURT MISSISSAUGA L5N 1W2

AVON

A BRAND NEW OUTLOOK!

Selling Avon can be a profitable new adventure. Our beautiful products are always in demand and that means money in your pocket. If you are over 18, like to choose your own working hours, Avon could be your answer. Excellent commissions, car not a necessity. AREAS OPEN. Lakeshore, Mimico, Etobicoke, Weston and Alderwood.

MRS. WALES - 925-4255

"You'll Never Feel So Good!"

HELP WANTED

FULL OR PART TIME OPENINGS Promotional Department of local marketing company is looking for several people. Your choice of salary or com-mission. Qualified applicants should be neat, ambitious and have own car. For interview call Zana Marketing,

NOT BORN BUT MADE

Upon joining Cimerman Real Estate Ltd. you will be trained to become a success, plus be reimbursed (\$350) for your course. Weekly draw for security plus up to 80% ssion plus a choice of working in one of our Toro to, Scarborough or Mississauga offices. For confidential interview call the Manager 275-5225.

Food Store Sales 3 DAYS PER WEEK

stores in the Etobicoke/Mississauga area. The time required is 3 full days each week with responsibilities for store coverage on the many high demand products sold by this growing food brokerage company. A competitive salary plus mileage allowance is part of the compensation package. Apply in confidence to:

> BOX "V" c/o The Etobicoke Guardian 2980 LAKESHORE BLVD. WEST, TORONTO M8V 1K1

TRAINING COURSES FOR NEW REAL SALES PEOPLE

language technique for you to start earning money almost immediately. You get personalized training when you join. We create Professionals. For confidential interview call David Ferrari, Manager, 270-3930.

Montreal Trust, Realtor

JRSEMAN, Royal York & Islingto

WOMEN for professional cleaning of homes and apartments. Call Rent A Char, 251-1822.

CALL 251-1822 10-4 p.m.

EXPERIENCED Cleaning Lady, will clean apartments for business persons weekly or twice monthly, giving your more leisure time at home, rates, 1 bedroom \$15, 2 bedrooms, \$18. Call Jean, 255-5832.

EXPERIENCED cleaning lady available every Monday and every Thursday, 278-2402.

in positions with Canadian families. Oakville Personnel, 827-5622.

560 Career Training

REACH FOR SUCCESS Set a goal to gain the specific training you need to qualify for a career in

BANK TELLING Within four to six weeks prepare yourself to be the success you know you can be We are training specialists! Our class size and casual learning atmosphere allows

Our "Job Search" lecture will assist you in obtaining the job Day & Evening classes registering now for July 10th

you to grow at your own pace

AGAIN! Call us to discuss when you can take the first step in reaching for your successful

Don't wait until tomorrow

Karen Hall CAREERS

"Specialists in Bank Telling and Keypunch Training"

3031A HURONTARIO ST. MISSISSAUGA (HWY. 5 & 10) 276-2683

THE FUTURE IS YOURS Give yourself a head-start to a

Medical or Dental Office Assisting

Dental chairside assistant or physicians office assistant, hospital laboratory aids and private laboratory as

Day Course—6 months Night course · Home study courses Classroom and practical training

· Advisory counsel by doctors and

dentists

Financial Assistance available Also available: Courses in Hotel/Motel Management and Radio/TV Broadcasting.



ARCHERY

Looking for healthy outdoor recreation for the whole family? Why not try archery

The Archers of Caledon

Invite You to experience a sport that is really different. Memberships available. Phone 451-1967

INCREASE YOUR EARNING POWER

executive secretary. Weston Business College, 1778 Weston Rd. 247-5741.
WE ALSO TEACH TYPING, DICTAPHONE, SHORTHAND & BOOKKEEPING. JOIN ANYTIME.