

515 Office Help

**newman & soko**  
personnel consultants

**OFFICE ADMINISTRATOR.** Completely take charge of all office procedures. Several years experience needed for this very responsible position. Derry/Torbram. \$17,000. (flex)  
**PAYROLL/ACCOUNTING CLERK.** Variety position with emphasis on computerized payroll. Top benefits and top salary. Dundas/Dixie.  
**PERSONNEL ASSISTANT.** If you have had several years experience in benefit administration, recruitment and the resulting clerical work, this interesting position awaits you. Dundas/Dixie. \$ negotiable.  
**PERSONNEL ASSISTANT.** New position available for bright person with little experience, accurate typing and a sincere desire to learn personnel work. Square One \$180-\$200.  
**ACCOUNTING CLERKS.** 2 positions available in excellent well established firms. If you have had 2 years experience in general accounting, one may be for you. \$200-\$250  
**RECEPTIONIST/TYPIST.** Excellent expanding firm needs well groomed, personable typist to greet their clients. Dixie/401. \$190.  
**BILINGUAL TYPIST.** Super Meadowvale company, super benefits, is urgently in need of your expertise. \$ negotiable  
**ACCOUNTS RECEIVABLE CLERK.** Excellent opportunity to progress with this rapidly expanding firm. 2 years experience will open the doors. Dixie/Eglinton. \$ negotiable  
**COSTING/INVENTORY.** Great position for capable person with at least 2 years experience. Dixie/Dundas \$12-\$15,500  
**INSURANCE SECRETARY.** Busy Manager needs your help. Hwys. 5/10. \$ open.

**270-5705**

1310 Dundas Street East, Suite 211  
Mississauga, Ontario L4Y 2C1

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**Sue Taylor Personnel**

**DICTA SECRETARY** \$230  
Work for 2 product managers of well known Rexdale firm. Must have excellent typing skills along with the ability to handle expense reports, etc. Excellent fringe benefits.  
**BILINGUAL (FRENCH) EXECUTIVE SECRETARY** \$275+  
Work for President of international firm located in Oakville area. Must be able to handle translations for promotional purposes. Shorthand helpful. Company handles very interesting widely known product. Excellent benefits.  
**DICTA SECRETARY** \$225  
Work in lovely offices in Malton area for Department Manager. Very interesting varied position. Excellent benefits include 3 weeks holidays after 3 years.  
**A/R-A/P** \$210  
Work for medium size firm located near Airport handling both accounts payable and accounts receivable for one of their divisions. Manual experience will suffice as company will train on computer. Excellent paid company benefits include dental.  
**CLERK TYPIST** \$180-  
Lots of variety offered here in this busy department of large Rexdale firm. Duties include copy typing, clerical functions, along with switchboard and Telex relief. Excellent fringe benefits include dental.

**TEMPORARY OPPORTUNITIES**

We urgently require secretaries, typists, keypunch operators, calculator operators, etc. for temporary assignments ranging from 2 to 3 days to 4 weeks in duration. Excellent hourly rates.

**247-8608**

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**Canlab**

Division of McGaw Supply Ltd

Our company, leading Canadian distributor of laboratory supplies and equipment, has two immediate openings.

**EXPEDITER**

Working in the Purchasing Department, the individual we seek will be a self-starter with excellent written and oral communication skills. Duties will include liaising with our various suppliers and insuring the timely delivery of stock.

**SERVICE DISPATCHER**

Working in the Service Department, the individual we seek will have excellent communication and organizational skills along with the ability to work on their own initiative. Duties will include handling customer calls, scheduling service calls and some clerical duties.

**WE OFFER FULL RANGE OF COMPANY BENEFITS**

Both these challenging positions offer an opportunity for advancement. Applications will be accepted Thursday, April 24 and Friday, April 25 at

**80 JUTLAND ROAD, TORONTO**

(Islington & Queensway area)

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**A/R-A/P \$180+**

Ideal opportunity for person with accounts receivable and payable experience. Excellent company paid benefits and super advancement. Near Islington and The Queensway. Please call

**Al Burke**  
239-2716

1243 Islington Ave  
Suite 611



**Weir & Markson**

Requires Experienced Litigation Knowledge of Real Estate

**SECRETARY**

Please call

**279-7930**

**EXECUTIVE SECRETARY**

Required for expanding transportation management company in Mississauga. Excellent opportunity for dedicated, organized, responsible person. Excellent company benefits.

**CALL BARBARA**

**677-4511**

**FOR INTERVIEW**

**TYPIST**

Mississauga manufacturer seeks first rate typist. Minimum 75 wpm. Excellent company benefits and informal working conditions. Near Airport.

Call

**PAUL DOUBILET**

**677-8030**

**SECRETARY**

Competent, experienced typist with aptitude for figures to handle varied and responsible duties. Good benefits.

**BUTTERFIELD DIVISION**

4500 Dixie Rd.,  
Mississauga

**624-0292**

**BOOKKEEPER**

Knowledge of all facets of bookkeeping.

Toronto International Airport

**CALL FOR AN APPOINTMENT**

Monday, April 28th 1980  
Between 9 & 5

**677-2858**

LEGAL bookkeeper, experienced only. Permanent part time position. West end office. 249-2288



**IDEAL PERSONNEL**

**EXEC. SECRETARY** \$220-\$260  
As Assistant to the President you'll use your shorthand, typing and dicta skills to help organize a busy office. Airport/American Drive.  
**SALES CO-ORDINATOR** \$250-\$300  
Busy Sales Department requires organized individual with a proven record in sales and customer contact to deal with enquiries, estimates and corporate accounts. Minimal typing. Kipling/Evans.  
**SHORTHAND SECRETARY** \$230  
Good shorthand, typing and dicta as Assistant to Financial Manager. Kipling/Evans.  
**RECEPTIONIST/TYPIST** \$180-\$220  
This busy position is the starting point for a career-oriented individual. Lots of typing plus busy phones for attractive, outgoing person. Kipling/Evans.  
**SALES ASSISTANT** \$230  
If you have a good sense of humour combined with an easy-going personality, you will love the customer contact this position offers. Good typing and aptitude for figures and customer service background qualifies you. Dixie/Dundas.  
**A/R ASSISTANT** \$180  
Back-up for computer input, good typing, collections, plus statement preparation for experienced A/R Clerk. Dixie/Dundas.

**279-8050**

3130 Dixie Rd. at Dundas

**HARDING CARPETS**

**Excellent Secretarial Opportunity**

Due to continued growth, Harding Carpets Limited is currently searching for an active results oriented individual for the position of secretary to the National Distribution Manager, located in our Rexdale Head Office facility.

The ideal candidate will possess:

- A high degree of aptitude and experience in working with a variety of mathematical assignments
- Excellent typing and organizational skills
- The ability to work with a minimum of supervision

This is an excellent position for someone possessing two to three years previous secretarial experience, preferably within an industrial setting.

Salary will be commensurate with education and experience; interested applicants should apply to:

**Mrs. H. Rutherford**

**HARDING CARPETS LIMITED**  
35 Worcester Road  
Rexdale, Ontario.

**675-3640**

**THE MISSISSAUGA Times**

The Mississauga Times is looking for some telephone workers for a few hours each week. There is no canvassing or sales work involved. The hours are 6 p.m. to 8 p.m. on Wednesdays and Thursdays. If you are interested, please call

**823-3800**

**CIRCULATION DEPARTMENT**

**CANOX**

**Keypunch Operator PART-TIME**

Rexdale Kipling area firm requires an experience K-P operator, two or three days work per week on a steady basis. Please apply in writing stating qualifications.

**MR. J.L. JOLIE**

P.O. BOX 488

REXDALE, ONTARIO. M9W 5L4



**Seven-Eleven Employment Service Limited**

**ACC. RECEIVABLE (COMPUTERIZED)** \$9,800

Acc. rec. and sec. to Credit Mgr. Call Dorothy Hammer.

**SECRETARY** \$12,000

Top skills, work for top mgmt. Call Dorothy Hammer.

**CREDITS & COLLECTIONS** \$13,000+

Credit & collections exp. and acc./rec. exp. Call Sharon Giles.

**ACCOUNTING ASSISTANT** \$15,600

Exp. in bookkeeping and McBee. Call Aileen May.

**CLERK TYPIST** \$9,800

Good skills. Layout samples, reports. Call Aileen May.

**CALL** 241-8611

**SKYLINE HOTEL (655 DIXON RD.)**

After 6 p.m. call 962-4610



**Bramalea Personnel**

738 BRAMALEA ROAD, BRAMALEA, ONT.  
YOUR LOCAL EMPLOYMENT SERVICE

**PUBLIC RELATIONS SECRETARY.** Sharp, well organized person with good skills who likes to get involved, to handle all public relations i.e. TV, radio, magazines, etc. Some travel. Must be a flexible career-oriented person with own transportation.  
**SECRETARY.** With good skills and 12 years experience required for this interesting position. Lots of variety. Super company. Car required.  
**DICTA SECRETARY.** For Sales Department of well established Malton firm. Holidays this year.  
**PROPERTY MANAGEMENT SECRETARY.** With good shorthand and typing. Must be a well organized self-starter. Legal or real estate background an asset.  
**DICTA SECRETARY.** To handle confidential reports, type budgets and letters. This position would appeal to a well organized person who likes to be busy and enjoys variety.  
**CAREER SECRETARY.** Executive calibre with good shorthand and typing, to handle own job and delegate work flow. Must be diplomatic with a take-charge attitude.  
**PERMANENT PART TIME.** Person with excellent typing and telex skills required immediately for busy office. Good telephone manner essential.

Evening appointments Tuesdays & Thursdays

**791-1992**



**NUMBER 1 AIR CONDITIONING MAKER**

**ACCOUNTING CLERK**

**PERSON -** Aptitude for figures and accuracy

**RESPONSIBILITY -** Processing of accounts payable vouchers for parts and freight as well as control of warranty ledger

**BENEFITS -** Excellent including dental

Contact Mrs. Soulis

**CARRIER ONTARIO DISTRIBUTORS**

9 City View Dr., Rexdale, Ont.

**245-1100**

**SALES SECRETARY**

A leader in the field of sophisticated data communications equipment and systems requires an experienced secretary for the National Sales Manager. If you have a pleasant telephone manner, accurate typing of 60 wpm, dicta, shorthand and are well groomed, please call:

**Mary de Jonge**

**749-2271**