

510 Skilled Help **510 Skilled Help**

CONTINENTAL GROUP OF CANADA LTD.
REQUIRES IMMEDIATELY

CUTTING AND CREASING CYLINDER PRESS OPERATORS
With Bobst Experience
\$5.54-\$7.05 per hr.
Excellent Benefits

CARTON STRIPPERS
\$5.02-\$5.98 per hr.

Apply in person to employment office:
66 Ray Avenue
Weston, Ont.
(Weston Rd., north of Eglinton)

766-8211, ext. 208

Punch Press Set Up Person

For manufacturer of electrical boxes in Hwy. 5 & 27 area. Excellent working conditions. Good future for the right person.

PHONE MERV POND
625-2222
W. C. PURSLEY LTD.

MAINTENANCE MECHANIC

Required by a national glass manufacturing company for a 7-day rotating shift. Applicants must be experienced in high speed production machine repair with a working knowledge of hydraulic and pneumatics. Grade 12 education with 3 to 5 years electrical experience would be an asset.

Please call for an appointment
457-2423
DOMGLAS LIMITED
100 West Drive, Bramalea

General Machinist

Minimum 10 years experience on lathe and milling machines. Must be self-starter and dependable. Starting wage negotiable depending on experience. Benefits paid by Company.

APPLY
MANORTOOL LTD.
2532 Wharton Glen Ave., Mississauga
277-9579

Forms Industry COLLATOR OPERATORS PRESS OPERATORS

Openings exist for experienced Persons in these 2 categories. Beat the heat in our fully climate controlled facility in Bramalea.

We offer excellent working conditions and wages.

CALL
MRS. W. BACKUS 791-3151

SDC SOURCE DATA CONTROL LTD.

PRODUCTION SUPERVISOR

This is an excellent career opportunity for an aggressive and results-oriented individual to join a leading west end manufacturer.

Responsibilities will include set-up of assembly lines and supervision of predominantly female employees. Applicants should have previous manufacturing experience, preferably in a light assembly setting and good supervisory skills an asset.

Interested applicants please call after 1 p.m.
622-8613

GOODYEAR

Quality Control Inspector

Candidates must have a minimum of secondary school education, while community college grads are preferred. A technical background with experience in quality control is desirable. Responsibilities will include the inspection of physical properties, applying visual as well as instrumental tests.

Our employees enjoy good starting salary and benefit plan.

For appointment please call
GOODYEAR CANADA INC.
252-4441 Ext. 387

510 Skilled Help **510 Skilled Help** **510 Skilled Help**

TOOL/MOULDMAKER

Required for toolroom in Rexdale injection moulding plant:

APPLY F. GOODFELLOW 743-5741

510 Skilled Help

I-T-E INDUSTRIES LTD.
Requires

ELECTRO/MECHANICAL DRAFTSPERSON

Applicants should have 2-3 years experience in a custom shop environment and have experience in design of switchgear and/or custom electrical control panels.

APPLY TO:
A. R. Brewer, Employment Supervisor
2401 Dixie Rd., Mississauga 279-1520

510 Skilled Help

WELDER

Medium - heavy tank construction. Must be able to read blueprints as well as layout and cut own work.

The successful applicant will also weld in all positions in stainless or mild steel. Must be able to work shifts if required. Excellent working conditions. Starting rate \$6.07 per hour.

APPLY 45 VANSO ROAD
OR CALL PERSONNEL MANAGER 255-1371 EXT. 272
9 a.m. to 4:30 p.m.

This job opportunity is in the Kipling-Queensway area

CANADIAN HANSON LIMITED 45 VANSO ROAD, TORONTO 540, CANADA
255-1371, EXT. 272

MAINTENANCE PERSON

For anodizing plant. Pipe fitting, welding and some electrical knowledge necessary.

255-4411

Reward \$50 WANTED ALIVE

To the person introducing a successful applicant for Mechanic's position at local AMC Dealer.

Contact Ivan Thomas
W. A. McDowell (Toronto) Ltd. 239-3111

Engine Lathe Operator

Minimum 10 years experience. Top rate, benefits and working conditions.

NORDIC INTERNATIONAL 278-3331

MECHANICAL ASSEMBLY FITTER

With experience in bench and pipe fitting as well as assembly trade practices. Ability to perform job shop operations of high quality and good appearance from drawings and specifications essential. Must have own tools. Many Employee benefits. Starting rate \$6.89 per hour.

APPLY 45 VANSO ROAD
OR CALL PERSONNEL MANAGER 255-1371 EXT. 272
9 a.m. to 4:30 p.m.

This job opportunity is in the Kipling-Queensway area

CANADIAN HANSON LIMITED 45 VANSO ROAD, TORONTO 540, CANADA
255-1371, Ext. 272

515 Office Help **515 Office Help**

Drake Personnel
A Drake International Company

\$150. HORNER & EVANS. A little experience and a lot of enthusiasm is all you need in this IBM 3741 - 2 keypunch position. 7966.
\$160+. JANE-FINCH. As order desk clerk, you will type phone orders and handle customer service with this well-known Canadian Company. Top benefits. 7965.
\$190. MARTINGROVE-REXDALE. Senior computerized payroll position available with excellent firm. Great benefits and pleasant staff. 7981.
\$180. MALTON. Rusty shorthand is all you need for this secretarial position. Varied day and never a dull moment. 7480.

Temporary Positions Available Through Drake Interim
1735 KIPLING AVE. AT DIXON 247-8287
1243 ISLINGTON AVE. AT SUBWAY 239-7381
3461 DIXIE RD. AT BLOOR 625-6620
24 QUEEN ST. E. BRAMPTON 457-3214

515 Office Help

TRIMBEE FLORISTS

We have an opening for a responsible person in telephone sales and collection. Experienced. Part time, must be adaptable to flexible hours and days. Flower shop experience preferred. Call Linda, 625-0742.

Evening Biller

Transport Company has opening in Dispatch Office on West Mall for Biller - Rate Clerk. Hours 2 p.m. to 10 p.m. Good typist. Contact:

MRS. DOBBIN 621-9020

EXPERIENCED PART TIME TELLER OR LEDGER KEEPER

Required for Thursdays & Fridays (full days).

Apply in person
BANK OF NOVA SCOTIA 388 BROWNS LINE

Or Phone 259-6337

SENIOR SECRETARY

Competent, conscientious, accurate secretary with good experience, required for Engineering Office in the Queensway-Islington area.

Call
MRS. LESLIE 255-8501

\$150.-\$350. WEEKLY

We have an opening for 5 Management Trainees. No experience necessary. Training provided. Have a car. Some evening work. Willing to learn. Commission or salary. Phone 497-7488 - Belkraft International.

LOOKING For TEMPORARY OFFICE WORK?

Must have experience. Call Joan Hookin, 961-7105 - McIntyre Rowan & Associates.

SECRETARY

Experienced secretary for West end office. Successful Applicant will have good typing and shorthand skills. Friendly atmosphere, excellent benefits.

Call Nan Law
239-2716

OFFICE HELP

with bookkeeping knowledge.

749-0650-741-5594

SR. TYPISTS STATISTICAL TYPISTS EXPERIENCED

Varied assignments. Your expertise will assist our clients during busy periods. Start immediately while enjoying top hourly salary for your skills.

office overload
A Drake International Company

Weston-Rexdale 249-8409 Downsview 781-6135

RECEPTIONIST TYPIST

Required for firm in Dundas/Dixie area. Typing accuracy is an asset. Position will include minor accounting.

Contact Mrs. Ellis
624-3391

515 Office Help **515 Office Help**

Typist-Bookkeeper PART TIME

HARP HOUSE has a requirement for a part time Typist-Bookkeeper for the equivalent of 2 days a week.

Established in 1972, the Humber Area Residential Placement House is a community service programme providing short term residential facilities and counselling for Etobicoke young people who are unable to live at home.

Under the direction of the Secretary, the successful applicant will handle correspondence and basic bookkeeping and provide services to the administrative staff including the House Director, Treasurer, Secretary and Financial Committee.

Interested candidates should apply in writing providing details of experience, availability and salary requirements to:

The Secretary HARP HOUSE
71 SIR WILLIAMS LANE, ISLINGTON, ONT. M4A 1V2

PERMANENT/PART TIME

Mature individual required for invoice typing, reception and general office duties.

Call Carole St. Louis
625-2965

BOOKKEEPER

Fully qualified bookkeeper for lumber company. Up to and including trial balance, small payroll plus all related duties. Salary commensurate with experience. (Cloverdale Mall area).

233-1227

SALES SECRETARY

Experienced Secretary needed for the Sales office of a medium sized company. Excellent typing and shorthand skills required. Duties to include reception, telephone, quotations, correspondence and related duties.

Company located in Downsview. Moving to Mississauga area July.

Only those with 3 to 5 years experience need apply.

Please Call **745-9440**
MRS. HARRISON

JR. ACCOUNTING CLERK

U.S. transportation company requires Junior Accounting Clerk with typing experience. Transportation experience would be an asset. Located in Queensway/427 area.

For interview Please Call
ANITA HAYES 255-9171

JUNIOR CLERK TYPIST

We require a recent Grade 12 graduate with good typing ability to assist in the Personnel Department of a large printing plant in Rexdale. Duties include relief switchboard operator-receptionist and we will provide this training if necessary. An excellent opportunity for a person who gets along well with other people. Good wages and working conditions for a well qualified person.

APPLY IN CONFIDENCE TO:
Mr. B. H. Odell, Personnel Manager Photo Engravers & Electrotypers Ltd.
2250 ISLINGTON AVE., REXDALE
743-8920

EXPERIENCED TELLER Required APPLY

THE ROYAL BANK OF CANADA

Park Royal Shopping Centre
2425 Truscott Dr., Mississauga
822-1701

File Clerk/Typist

New position in Malton area for active and reliable person in our Quality Assurance and Engineering Departments for various office duties, to include establishing and maintaining files for schedules, reports, correspondence and handling of drawing files.

Typing accurate 55+. Own transportation necessary.

Call Pat **677-6400**
(Hours 7:30 a.m. to 4 p.m.)

EXPERIENCED Dicta Typist

Required. Fast, accurate typing a must. Dundas/427 Hwy. area.

For interview please call
LAURIE DUNN 231-4192

515 Office Help **515 Office Help**

Night Rate Clerk
Required By
MAJOR TRUCK LINE IN MISSISSAUGA

Knowledge of N.F.T.B., C.T.T.B. tariffs required. Excellent benefits.

Apply
Inter-City Truck Lines Ltd.
1500 DUNDAS HWY. EAST

CLERK TYPIST

Malton area. Required immediately. Duties consist of answering phone, filing, typing and general office routine. Must have own transportation.

Fansteel VR/Wesson Ltd.
6040 Indian Line, Mississauga
MRS. M. McFARLANE
677-3742
FOR APPOINTMENT

Senior Accounting Clerk

Familiar with receivables and payables. Must be a competent typist.

MR. BELL 251-6531

Brian Phillips CHEVROLET OLDSMOBILE LTD.
221 Lakeshore Rd., W., Mississauga

Requires
NEW CAR SALES CLERK

Interesting work for responsible Person. Typing essential.

FOR APPOINTMENT CALL
Mr. Robert Natuck 278-3365

SECRETARY

We have an interesting and varied position in our Quality Control Laboratory. Applicants must be familiar in office procedure and have excellent typing skills. Shorthand is an asset but not necessary. Full range of Company benefits and cafeteria facilities. West end location.

CAMPBELL SOUP CO. LTD.
60 Birmingham St., Toronto M8V 2B2

Purchasing Clerk Typist

For a large printing company in Rexdale. Duties include ordering, typing, filing, and expediting and record keeping. A pleasant business-like telephone manner is required along with the ability to work well with co-workers in a busy atmosphere. The ideal applicant will have a Grade 12 education but favorable consideration will be given to those with the required experience. Good wages and working conditions for a well qualified person.

APPLY IN CONFIDENCE TO:
MR. B. COLE
Photo Engravers & Electrotypers Ltd.
2250 ISLINGTON AVE., REXDALE
743-8920

SWITCHBOARD OPERATOR

Experienced, for professional engineering office in Hwy. 27/Albion Rd. area. Approximately 14 lines, 40 extensions. Hours 8:30 to 5. Position available June 27th.

MRS. CLAUD 749-1290
EXPERIENCED

Person Friday

Permanent, 8:30 to 4:30. Small office, minimum supervision. Reception, typing, invoicing, Accounts Payable, Accounts Receivable. Albion & Hwy. 27 area.

741-6968

GIRL/BOY FRIDAY

Mature person required by small west end Chartered Accountant's office. Reply to:

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