

38A-SKILLED HELP

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Production Supervisor

The person we want has machine shop experience, able to operate machine tools, able to supervise daily work, schedules for 15 employees, skilled and unskilled. Will work with plant manager to organize and improve production output. Starting salary \$10,000. per year plus full company paid benefits.

Send complete resume to Box "S", c-o The Etobicoke Guardian, P.O. Box 156, Islington, Ontario M9A 4X2.

39-SECRETARIAL & CLERICAL

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Private Secretary

Required for small office. Interesting position for mature-minded person. Some shorthand required. For appointment call:

Mrs. Dutka 233-3209

Order Desk Clerk

For southwest Toronto firm. Experience preferred but not essential. Usual company benefits.

For Interview Call Mr. Spratt

251-3376

KARDEX CLERK

Previous experience in inventory control preferred. Aptitude for figures essential, no typing.

APPLY: PERSONNEL DEPT.

ATLAS ALLOYS

161 THE WEST MALL, ETOBICOKE

622-3100

TYPIST

For general office duties.

Apply Mr. Bhabha 743-5701

MIAMI CAREY LTD.

279 REXDALE BLVD., REXDALE



TYPIST

We require a fast, accurate typist with 2-3 years office experience for our Purchasing Department. The major responsibility is typing purchase orders with some filing.

Good starting salary and Company paid benefits.

Goodyear

252-4441 EXT. 387

MATURE

Accounts Receivable Clerk

Some experience preferred, to reconcile accounts and call customers. Queensway and Hwy. 427 area.

Telephone Mr. Maskel

251-2251

Bookkeeping Machine Operator

For NCR 160. Some typing. Location - Ontario Food Terminal on Queensway.

Phone 259-6351 - Mr. Wyner

COMPUTER OPERATOR

Position for experienced operator on IBM system 360, model 25 D.O.F. Shift work involved. Good starting salary and fringe benefits.

Apply Employment Office

CHRISTIE BROWN & CO. LTD.

2150 LAKESHORE BLVD. W.

252-4411 EXT. 261.

Junior Clerk Typist

At least 45 wpm typing, Grade 12, and initiative will put you into this interesting and varied position. You will be trained on invoice procedures, switchboard relief, NCR 400 as backup and general clerical duties. Neatness and accuracy are essential. The company offers good fringe benefits and pleasant working conditions. If you are interested in building a career, please call -

Canadian Stackpole Ltd.

550 Evans Avenue

255-2373 EXT. 48

39-SECRETARIAL & CLERICAL

39-SECRETARIAL & CLERICAL

CLERK

FOR ACCOUNTS OFFICE

Applicant must enjoy working with figures and be accurate with an adding machine. Previous office experience is a necessity.

Telephone Miss Frost
677-5930

BILINGUAL CLERK

Required for translating French correspondence and reports into English and/or clerical and administrative duties. Typing required. Full time or part time.

For an interview, contact Mr. Trivett
SIDBEC-DOSCO LIMITED
1020 Martingrove Rd. N.
REXDALE, ONTARIO

Phone 247-2121

COMPETENT SECRETARY

Mature organized person required immediately to do interesting and varied general office work involving telephone answering and typing general correspondence for a small informal industrial products sales office. Must have shorthand.

KIPLING-DUNDAS AREA
239-7303

J. TUROSKY OR E.A. WARRACK



ACCTS. PAYABLE

As a result of job promotion, we have an opening in the Accounts Payable and Purchasing Department for a clerk typist. Good salary, benefits and opportunity for advancement.

DICTA TYPIST-CREDIT

Our national credit manager requires a Dicta Typist who can also assist in credit policies and analysis. Some credit or Accounts Receivable experience desirable but not essential. An interesting challenge.

Please call:

STUART'S BRANDED FOODS LTD.
245 Norseman Street
Toronto M8Z 2R5, Ont.
239-8181

We are looking for 3 clerks with experience for our accounts receivable department. Moving to Rexdale.

251-5241

ext.290

CLERK

Required immediately for production control dept. The successful applicant will be required to process production orders, file drawings and other related duties. Salary commensurate with experience.

FOR INTERVIEW PHONE

Mr. G. Whitehead

J.A. WILSON DISPLAY LTD.

1645 AIMCO BLVD., MISSISSAUGA

625-9200

CLERK TYPIST

Accurate, good typing speed. Excellent salary to qualified person. Islington Queensway area.

233-6267

LEGAL SECRETARY

REQUIRED BY LAW OFFICE

Must be fully experienced in all phases of the Real Estate end of a law practice.

CALL 270-2000

AB

INTERMEDIATE CLERK

Required for stock records handling in cost department. Some knowledge of standard costs would be helpful. Experience on electronic calculator necessary.

These positions offer a wide range of company paid benefits. For interview call:
INDUSTRIAL RELATIONS MANAGER
277-9511 Ext. 311

FRUEHAUF TRAILER CO. OF CANADA LTD.

2450 Stanfield Rd., Mississauga

AB

39-SECRETARIAL & CLERICAL

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EXECUTIVE SECRETARY

This is an interesting and challenging position. We are seeking a versatile person with excellent typing and shorthand skills who enjoys being involved in the job, is a self starter and who welcomes responsibility. This job offers a comprehensive benefit package and an opportunity for future growth. Salary will be commensurate with experience. For confidential interview, please call:

J.R. McKEEMAN

236-1115

METROSPAN LTD.

1243 ISLINGTON AVE.

AB

RCA LIMITED

REQUIRES

Receptionist Typist

FOR SALES OFFICE

General office duties including correspondence, filing, etc. Grade 12 minimum plus 2-3 years business experience, preferably in a sales office. Shorthand an asset.

Mr. John Ricci 247-8626

KEYPUNCH OPERATOR

An opening exists in our Data Processing Department for an experienced 129 Keypunch Operator. 3 to 5 years experience required. This is a permanent position. Good salary and benefits.

CAMPBELL SOUP CO. LTD.

60 BIRMINGHAM ST.

TORONTO 14, ONT.

251-1131

extension 273

Inventory Control Clerk

required immediately by a dynamic company supplying industry with detergent and cleaning compounds. Ambitious person with minimum 2 years experience and willing to accept responsibility with minimum of supervision. Major responsibilities include reconciling perpetual inventories and preparing production reports for data processing. Excellent opportunity for future promotion. Grade 12 education. Excellent salary and fringe benefits.

KIPLING ANDEVANS

MR. McKENNA

252-5361

PROGRESSIVE MANUFACTURING COMPANY
IN REXDALE

Requires Mature Person

For payroll on the One Rite System accounts payable, also personnel duties.

743-7980



1430 MARTINGROVE RD., REXDALE

ACCOUNTS CLERK

For G.M. Dealership, Lakeshore & Kipling. Immediate opening, previous experience with G.M. Dealer helpful but not essential. Pay commensurate with ability and experience.

Apply Mr. Graham

259-8211

HEARN PONTIAC BUICK LTD.

ACCOUNTS CLERK

Required by Rexdale manufacturer, must have at least 2 years experience, be able to type 40 wpm, and have an aptitude for figures.

PHONE 677-4490

OFFICE CLERK

ETOBICOKE AREA

Experienced clerk required for sales office. Will work with sales manager. Must be well organized self-starter with shorthand and typing skills.

Call Mrs. Higson 259-3781

Receptionist-Typist

Required for busy professional office after January 5, 1974. Full and part time positions for alert people possessing mature attitude and essential typing skills. These positions will involve some evening hours. Kindly reply in writing, stating experience and qualifications to:

The Advertiser

BOX 23

2980 Lakeshore Blvd. W.
Toronto M8V 1K1

40-SALES HELP

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40-SALES HELP

There's More To Real Estate Than Just A License To Sell

It's not really tough to get a license to sell Real Estate.

Under new Provincial regulations, all prospective Real Estate Personnel must first attend a Government Course. Y & B will help you with that course, but that's only the beginning.

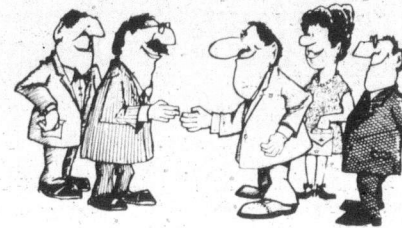
At Young & Biggin we've taken steps to do more than just help you get a license. We're the first company in our field to install a closed circuit television system as part of our latest training program, and we've secured exclusive Metropolitan Toronto rights to the best in-depth, video realty sales course ever produced. \$250,000 went into the development of the R.S.I. training system. Twenty hours of taped programs by the world's top experts are integrated with the live lectures and seminars.

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You can call him at 487-4341

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JOHNSON

745-4822

CARNEY

REALTOR

INSURANCE

Avon Calling

AVON CAN HELP YOU

Fight inflation with extra cash weekly. As an Avon Representative you can earn money to clean up bills, buy new clothes or furniture. Call now:

925-4255

AREAS OPEN:

Cranleigh Court and Anglesey; Brentwood and Lynnegrove; Strath and Prince Edward; Royal York and Edenbrook; Crendon and Glas Rd.; Islington and Golfcrest Rd.; Colbeck and Armadale; 35 High Park.

2 territories: Alderwood; Birmingham and Kipling; Lakeshore and 5th St.; 2 territories; Mimico area; Riverwood Pkwy. and Stephen Dr.

Widdicombe Hill and Kipling; Dixon Rd. and Islington; Wincott and The Westway; Warrender Ave.; Weston Rd. and Church St.

TO BUY OR SELL AVON CALL 925-4255



Salesmen Salesladies

EXPERIENCE NOT NECESSARY

Top Commissions, bonus and other benefits to qualifying persons. Salary and free training to qualified beginners. Etobicoke or Mississauga residents preferred. Come in and discuss your future with us in this lucrative business.

LES SZANTO 621-8200

41-EMPLOYMENT AGENCIES

41-EMPLOYMENT AGENCIES

STUDENTS!

Make your Christmas holidays pay
Earn high hourly rates with 0 0

Please Phone for appointment



office overload

WESTON-REXDALE 249-8409
DOWNSVIEW 781-6135
ISLINGTON-BLOOR 239-1111
KEELE & FINCH 630-0297
LONG BRANCH 251-3351

CLERK TYPIST

For purchasing department. Willing to assume responsibility. Excellent salary for successful applicant. Rexdale.

We Do Not Advertise All Job Openings

Donna Fisher Personnel

248-6221

40A-TEMPORARY HELP

Temporary

Full-Time

TYPIST

Required for February 1, 1974 to May 31, 1974.

Bank of Montreal

145 REXDALE BLVD. REXDALE

41-EMPLOYMENT AGENCIES

20 TEMP. TYPISTS

Start the New Year with temp. work. Etobicoke-Rexdale-Malton areas. Top pay. Call Joan Hockin, Tosi Temporaries Ltd., 252-3515.

TEMPORARY SWITCHBOARD OPERATOR

Required December 24th to January 2nd. Rexdale area. Hours 9-5. Top pay. Call Joan Hockin, Tosi Temporaries, 252-3515.

41A-CAREER TRAINING

LEARN NOW

Welding

(BLUEPRINT READING INCLUDED) ARC, TIG, MIG, PRESSURE PIPE & GAS.

DAY - EVGS. AND SAT. CLASSES

or Drafting

Easy weekly payments
Welding Tests Daily
Technical Trades Institute
Phone 537-1215
2388 Dundas West at Subway

42-DOMESTIC HELP WANTED

RELIABLE person required to care for two children and do light housework 5 days weekly. 743-7255 after 5.

BLOOR - Prince Edward. Day home maker required to care for two small children from 8:30 to 5:30. References required. 233-6663.

RELIABLE Pensioner required to babysit Christmas Eve and New Years Eve. 745-0732.