

515 Office Help

SENIOR ACCOUNTING CLERK

Applicants must have two or three years experience in accounts receivable/payable. Computer experience and community business education an asset. Good fringe benefits and salary.

CALL SHIRLEY MATHER
239-7791
FOR AN APPOINTMENT

PART TIME & FULL TIME SECRETARIAL HELP

Required by The Trow Group Limited

Mature experienced staff required to type high quality engineering reports. For part time work, hours can be flexible. Apply in writing to:

MRS. G. POWELL
THE TROW GROUP LIMITED
43 Baywood Road
Rexdale, Ont. M9V 3Y8

SENIOR PAYROLL CLERK

AIRPORT AREA

An immediate opening for a bright person. Minimum 3 years experience to handle computerized payroll system, commission statements and benefits package. Salary commensurate with experience.

Call 671-3334

SALES ORDER DESK CLERK

A leading carpet manufacturer has opening for Order Desk Clerk. Require intelligent, resourceful and independent person with experience in customer service.

Phone for appointment to
MR. LES THORNTON

Crossley Karastan Carpets
40 CONSTELLATION COURT, REXDALE
675-3030

SALES CLERK

Answer telephones, take and type orders, letter and reports. Some computer work helpful. Fringe benefits. Salary open. COMPANY MOVING TO MISSISSAUGA IN NEW YEAR. Apply in writing to:

BOX "JJ"

c/o The Etobicoke Guardian
Classified Advertising Department

2980 Lakeshore Blvd. West, Toronto, M8V 1K1

ACCOUNTS PAYABLE

Experienced clerk. Job includes typing and some switchboard relief.

PHONE:
ROSS WEMP MOTORS
743-1810

515 Office Help

Clerk Typist

U.S. Transport company requires clerk for Accounting Department. Requirements: High school graduate, typing 50 wpm good telephone manner and neat appearance. Transportation and accounting experience a definite asset. Queensway/427 area.

CALL MISS MERCER
at 255-9171

515 Office Help

REXDALE MANUFACTURING COMPANY REQUIRES ACCOUNTS PAYABLE CLERK

Minimum three to five years experience on manual system.

PLEASE CONTACT:

MR. J. CURRIE
675-6166

Knud Simonsen Industries Limited

JR. MINI COMPUTER OPERATOR

Trainee to enter estimating data into a mini computer. Accuracy with figures essential. Other office duties involved.

CLERK PAYROLL — COSTING

To assist senior payroll and costing personnel. Detail minded trainee, some office experience required. Posting on NCR 3300 bookkeeping machine.

Excellent working conditions and fringe benefit program. For a confidential interview, please contact:

MISS PAT FOX
Office Manager

LAWSON GRAPHICS
3620 Lakeshore Blvd. West
251-3171

CLERK TYPIST

Experienced, with an aptitude for figures. Good company benefits. Very congenial atmosphere.

For appointment, phone:

Mr. Yoshihara — Secretary Treasurer
RACEWAY PLYMOUTH CHRYSLER
Rexdale Blvd. (just west of Kipling)
743-9900

CREDIT/COLLECTIONS

Immediate opening for self-starter able to work with little supervision to handle all credit/collection functions in busy office.

Send resume to, or telephone:

JANICE LeCOUFFE
C/S Construction Specialties Ltd.
895 THERMAL RD.,
MISSISSAUGA L5E 2C2
274-3611

LEGAL SECRETARY

Experienced in estate work and real estate, south Etobicoke office.

252-3355

TYPIST

Needed part time to train on photo typesetting machine. Work 2 or 3 days per week.

Phone

624-0598

515 Office Help

ACCOUNTING SUPERVISOR

For Head Office Accounting Department.

Duties include supervising a small staff and co-ordinating accounting functions to month end reports.

Extensive experience in accounting, preferably supervision, is required.

SWEDA INTERNATIONAL
624-5111

JUNIOR ACCOUNTING CLERK

We have an immediate opening for a detail-oriented and conscientious individual to assist in our Head Office Payroll Department.

Some previous accounting or payroll experience is preferred with typing ability of approximately 45-50 wpm.

Bright, congenial offices located Dixie and Eglinton.

SWEDA INTERNATIONAL
624-5111

GENERAL OFFICE CLERK

Required by manufacturing firm in Kipling/Evans area. This permanent junior position in our Costing Department requires accuracy and an aptitude toward working with figures. Some typing and a knowledge of accounts payable beneficial.

FOR APPOINTMENT CALL

251-3376

MRS. SIMPSON

SECRETARY

The position is with the Marketing & Sales Department situated in Mississauga and the requirements are:

- Accurate typing
- Command of the English language
- Co-operative
- Strong organizational skills

For appointment call

AIRWICK
OF CANADA LTD.
Dixie/Eglinton area
625-7300

RECEPTIONIST TYPIST

Rexdale law firm — well groomed, accurate typing, experience an asset.

Call Mrs. Craven
245-2500

GIRL/BOY FRIDAY

Mature person required immediately for small friendly office. Proficient typist. Some bookkeeping, general office work. Salary commensurate with ability.

Call 625-9923
9 TO 5

KARDEX Clerk required, experience preferred but not essential. Located near Airport. Hours 7:30 a.m. to 4 p.m. 678-1750.

515 Office Help

TD BANK

Kipling & Rexdale

Experienced Full Time & Part Time

TELLER

745-9940

MR. T. CASCARDI OR
MRS. J. FERNANDEZ

WANTED

JUNIOR OFFICE CLERK — MESSENGER. Must have Grade 12 diploma and some typing training. Islington Avenue/Rexdale Blvd. area.

743-8920

ADMINISTRATIVE Assistant. Preferably with university degree, working in finance department, knowledge of computer an asset. Salary commensurate with qualifications. Full range of benefits. Call Art of Action Placement Services Ltd., 277-9497.

SECRETARIAL Reception. \$200 Typing 50+. Congenial offices, lots of variety. Call Art of Action Placement Service Ltd., 277-9497.

JUNIOR Cost Clerk To \$175. Bright, enthusiastic individual, figure oriented, variety of work. 6 months experience. Square One area. Call Art of Action Placement Services Ltd., 277-9497.

RECEPTIONIST — Clerk Typist. Experienced only. Required from August 11 to October 3. 3 days per week. Typing of invoices, correspondence, general office work. Able to type 60 wpm. 624-9060.

520 Sales Help

NEED INSURANCE?

Check With Us!

- Auto
- Home/Apartment
- Commercial

626-7770

Class 1 Realty & Insurance Agency Ltd.

STUDENT HELP

For street sales people. Minimum age 15 years. Commission. For Dickie Dee Ice Cream.

For only Mississauga

Call 279-4581
Malton 677-3603

MALE/Female, earn extra money in your spare time. Service Fuller Brush customers. Commission. 864-1015.



Got a message you'd like to send? Call us today and let us take it for you.

252-6391

Times



KEYPUNCH OPERATORS

Required immediately for temporary assignments in the Etobicoke/Rexdale area. Please call 231-6523. Manpower Temporary Services.