

39-SECRETARIAL & CLERICAL

Sales Order Typist

Required by Electrical Manufacturing Company.
THE PERSON:
Must be pleasant, courteous and have a desire to assist the customer and the sales engineers.

THE WORK:
To communicate with customers and sales staff. Type and process correspondence, quotations and orders.
WE OFFER:
● Excellent starting rate
● All Company benefits including pension plan, major medical and disability insurance
● Modern air conditioned office
● Good working conditions

HOURS:
● 8:30 a.m. - 5 p.m.
For appointment call J.B. Patterson

249-9171

S & C ELECTRIC CANADA LTD.

Specialists in high voltage switching & protection
90 BELFIELD RD., REXDALE

EXPORT CLERK

Mature person for Export Department. Accurate typing essential.

MR. CURTIS
231-4192

Required Immediately

RECEPTIONIST TYPIST

We require an alert, Receptionist typist for small office in Rexdale area. Must have some basic bookkeeping knowledge. Shorthand an asset, although not necessary.

Please submit applications to Box "T", c-o The Etobicoke Guardian, P.O. Box 156, Islington, Ontario M9A 4x2.

West End Office

REQUIRES IMMEDIATELY

MAILROOM CLERK

Mature individual whose duties include pick up and distribution of mail in office, filing, general office duties.

SALARY COMMENSURATE WITH EXPERIENCE

Call R. Cook 259-7841

J.H. RYDER MACHINERY LTD.

360 EVANS AVENUE

CLERK/STENO

Required for office located at Hwy. 10 and Burnhamthorpe. Duties include ordering, invoicing, dictaphone, bills of lading, telex, filing. Good salary and benefits. Phone

270-0703

AB

KEYPUNCH OPERATOR

Oakville installation has immediate opening for person with 2 years recent keypunch experience on IBM 029. Will train on keytape. Must have own transportation.

849-7979

AB

Intermediate Accounts Receivable & Collection Clerk

Required by manufacturer on Browns Line and Lakeshore some typing.

Call Mr. Robinson, 251-6531

Transport Carrier requires ACCOUNTS RECEIVABLE CLERK

Hours: 8:30-4:30. Good benefits. For appointment, phone

251-4151 Ext. 26

AB

CLERK RECEPTIONIST

Experienced. To answer phone, type contracts, post receivables. Dundas St. E. at Constitution.

Mr. Hacker 270-6600

AB

ACCOUNTS RECEIVABLE CLERK

Cash receipts and related miscellaneous duties. 401 and Kipling area.

Contact Mr. Caton

247-2111 Ext. 36

Senior Typist

Experienced in statistical typing, various other duties, top salary, holidays honoured. Dixon Rd. - Rexdale area.

248-9020

AB

39-SECRETARIAL & CLERICAL

Dicta Typist

For general typing and transcribing for small office.
BRYDON BRASS MANUFACTURING CO. LTD.
Brydon Drive & Rexdale Blvd.
743-8671

Experienced

Accounting Clerk

Responsible person to maintain records and handle varied and interesting duties in the Accounting Department. Typing an asset. Good starting salary and benefits.

FOR APPOINTMENT CALL

Mr. Steinberg 677-3680

POLAROID CORPORATION OF CANADA LIMITED

EXPERIENCED MEDICAL SECRETARY

Requirements are medical typing, office billing and paperwork and filing part time 1 to 5 p.m. 4 days weekly. Please reply to

BOX. NO 185

THE MISSISSAUGA TIMES
2300 SOUTH SHERIDAN WAY
MISSISSAUGA, ONTARIO

AB

Accounts/Receivable Clerk

Experienced, competent, required immediately for Weston auto dealership.

Call Miss Petricko 248-5521

STENO TYPIST

Rexdale Manufacturer near Dixon and Carlingview requires experienced shorthand typist to work in Sales and Marketing. Excellent starting salary, cost of living allowances and complete package of fringe benefits offered.

Call Mr. Thomson 678-2611

Accounts Receivable/Clerk

Sales Office in Mimico needs Clerk who enjoys working with figures. Some experience in Accounts Receivable an asset. Salary open. Fully paid Company benefits.

252-4131

CLERK/TYPIST

Required for Toronto branch office of major corporation in Mississauga. Must have good typing speed, ability to organize files and good telephone manners. Will be responsible to Branch manager.

For interview please call Mr. J. Grieco

AUTOMATIC SPRINKLER LIMITED

1331 BLUNDELL RD., MISSISSAUGA

270-1440

Typist

3 Days Weekly

Our busy classified dept requires a person with top typing, spelling and a good knowledge of Etobicoke. Must enjoy talking with people.

Call Mrs. Beesley 249-7641

SECRETARY

Required West End area. Dicta, some shorthand and an ability to organize work loads. Some experience with figures an asset. Salary \$150. a week plus.

Phone 239-2905

39A-HELP FOR HOSPITALS

39A-HELP FOR HOSPITALS

THE MISSISSAUGA HOSPITAL MEDICAL RECORDS DEPARTMENT MEDICAL DICTA/TYPIST

Experienced medical dicta-typists interested in full time employment are invited to apply immediately.

HOURS:

Regular business hours - Monday through Friday

SALARY:

\$542-\$608 per month

APPLICANTS MUST:

● Have well developed dicta phone transcription skill.
● Have excellent knowledge of medical terminology.
For further information and appointment for interview call:

PERSONNEL OFFICE

279-7330

AB

39A-HELP FOR HOSPITALS

39A-HELP FOR HOSPITALS

THE MISSISSAUGA HOSPITAL CLERK/STENOGRAPHER PART TIME - MORNINGS

Required for VOLUNTEER SERVICES DEPARTMENT

Applicants must have:
● Secondary School Education
● Good typing skills
● Good Organizational ability
● Ability to deal tactfully with people
Starting salary - \$3.25 per hour
For personnel Interview Call:

PERSONNEL OFFICE

279-7330

AB

MINISTRY OF HEALTH

THIRSTLETOWN REGIONAL CENTRE

Requires A

SECRETARY

To the Director of In-Patient Service (Salary \$131-\$154. with excellent fringe benefits)

To provide secretarial service and administrative assistance to the Director and other professional staff of the In-Patient Service.

QUALIFICATIONS: Grade 10, preferably 12. About 3 years satisfactory clerical stenographic experience relating to the position or an equivalent combination of experience, related training and knowledge. Successful completion of Civil Service shorthand and/or dictaphone and typing tests.

This competition is open equally to men and women.

Please apply to:

PERSONNEL OFFICE

THIRSTLETOWN REGIONAL CENTRE

11 FARR AVE., REXDALE M9V 2A5

741-1210

Full-time and relief registered nurses needed for permanent evening shift. R.N.A.'s needed all shifts, for large nursing home in Oakville. Contact:

DIRECTOR OF NURSING

845-9933

AB

40-SALES HELP

40-SALES HELP

A Real Estate Career

With

United Trust

Will Open New Vistas

To You

Men-Women

From Toronto and Area

For our New Branch at

1066 Albion Rd. at Islington

Call Now

Enrolment Limited

We teach you how to sell and train you for a lucrative sales career in a congenial environment. Sell in the most active real estate market in Ontario. An opportunity to earn executive incomes on a commission and bonus plan. Ask our successful people, they will tell you how it is.

Call Our Career Development Manager

At 961-3800

UNITED TRUST REALTOR

SALES - INDUSTRIAL

Individual, experienced in industrial sales needed by electrical connector manufacturer for west and north-west Metro Toronto territory. Salary, commission and expenses. Need late model car. Call:

661-1692

for appointment

AB

SALES REPRESENTATIVE

A leading manufacturer of fibre & moulded plastic industrial containers, tote boxes & trucks, has an immediate opening in the Toronto area. Product lines serve electrical, transportation, food & other major industries.

Experienced person required with some technical background desirable, for this excellent career opportunity, in materials handling.

EXCELLENT SALARY & INCENTIVES

Send detailed resume to:

SALES MANAGER

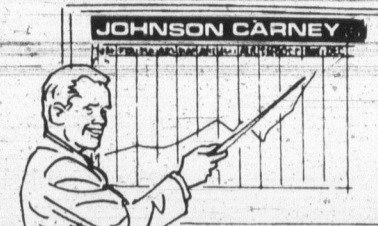
N.V.F. Industries Canada Ltd.

10 McLACHLAN DR., REXDALE

40-SALES HELP

SALES AGENTS WANTED

People who know where they're going, who are particular who they work for, who like being associated with a company that sets trends and makes new records, and who care about how and where they're going.



- Professional Management
- Continuous Training
- Complete Mortgage Services
- Excellent Facilities
- Full co-operation and representation in all of our 9 offices.
- Managerial opportunities.



For more information contact

J. FOX

745-4822

900 Albion Rd. Rexdale

JOHNSON CARNEY

REALTOR

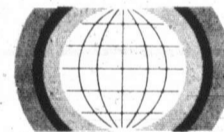
MEN

WOMEN

CAN YOU BECOME RICH SELLING REAL ESTATE?

Maybe not wealthy, but many people are enjoying substantial incomes and personal satisfaction selling Real Estate with our Realty World Member Brokers. Realty World offers you the best of two worlds. Big Commission Services and an opportunity to work with Real Estate Brokers who care about your success.

Learn about our Professional Training Programs. They're FREE and designed to give you a quick start and continued success as a Real Estate Professional. Our next program begins June 17th, so why not discuss a Real Estate opportunity with us now? NO OBLIGATION, NO HIGH PRESSURE. All we ask is a genuine interest.



REALTY WORLD

Call:
Hazel Langford, Co-ordinator
Career Development Services
Realty World Regional Centre
1623 Yonge Street, Toronto
481-3395

Offices located in Metro Toronto, Guelph, St. Catharines, Brampton, Mississauga



Only 12 days left to join the next group of real estate moneymakers

IF your present job isn't making you the kind of money you feel you're worth now is the time to move into real estate with United Trust.

OUR sales are breaking records every week.

AND you get a better chance to become a success at United Trust than anywhere else. First, because we have one of the best commission and bonus systems in the business. And also because we do more than just help you get your license, we teach you how to sell, too.

AT United Trust, we have our own real estate school. And for years we've been teaching people our proven technique for making sales. In return they've made us the largest seller of homes in Canada.

WE'LL be starting to teach the next group of real estate moneymakers soon.

SO come on and be one of them. Call the Career Development manager at 961-3800, today.

UNITED TRUST

REALTOR

\$\$\$ Full-Part \$\$\$

\$\$\$ career, international manufacturing appliance \$\$\$ sales organization. Way above average commission income. Car required.

274-6355

IT'S fun to earn money our way selling jewelry through hostess parties. Part time or full time. No investment needed. Call 278-8661.

ATTENTION

HOMEMAKERS

Need money? Car essential. Full or part-time. Call 826-1397

41-EMPLOYMENT AGENCIES

TYPIST

\$120.

One year office experience required. Some correspondence. Variety job. Rexdale. Call Linda White.

Contemporary Skills 239-4615

AB

41-EMPLOYMENT AGENCIES

KEYPUNCH

3 week assignment for top operator. Malton area. Excellent rate.

BARB TUBMAN

252-3515

TOSJ TEMPORARIES
1252 The Queensway
OPEN MON. & THURS.
'TIL 8 P.M.