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Help

NIELSEN-AMARINO PERSONNEL

SUITE 702-ISLINGTON CENTRE
56 ABERFOYLE CRES.

JUST ACROSS FROM BLOOR-ISLINGTON
SUBWAY

Queensway — Islington — Mississauga — Malton — Rexdale —
Weston — Downtown

CALL ANN AMARINO 239-3964

\$150+ INTERMEDIATE CREDIT & COLLECTION CLERK. Excellent benefits and working conditions. Queensway. Review in 3 months.

\$185-\$200+ SECRETARY FRIDAY to work for President and Vice President. Compose own correspondence, make travel arrangements, etc. Beautiful office, excellent benefits and working conditions. Car an asset. Mississauga.

\$190-\$200+ BOOKKEEPER with cost accounting experience. Bloor/Dufferin area.

\$120+ TELEX OPERATOR with a little previous experience. Junior position offers variety such as switchboard relief, mailing duties, a little typing, etc. Ideal for promotable person. Mississauga.

\$175. MARKETING SECRETARY with pleasant telephone manner. No shorthand required, excellent benefits and working conditions. Queensway.

\$180+ SECRETARY FRIDAY with experience on small payroll. Small congenial office. Queensway.

\$160. ACCOUNTS RECEIVABLE CLERK with some accurate typing. Excellent company offers interesting position to person with approximately 2-3 years experience. Mississauga.

\$185+ BILINGUAL ENGLISH/FRENCH SECRETARY FRIDAY. Beautiful modern office, great boss, Malton area.

MANY OTHER POSITIONS AVAILABLE
BUT NOT LISTED



EXPERIENCED TELLER

Required

CONTACT MRS. STANDON

677-6379

ROYAL BANK OF CANADA

Airport & American Branch

SERVICE DEPARTMENT CLERK

Duties to include service order processing, inventory posting, etc.

Apply

CONENG FORD POWER LTD.

3 BESTOBELL RD., TORONTO

255-8158

EXPERIENCED

FINANCIAL STATEMENT TYPIST

With reception duties required by west end Chartered Accountants' office.

236-2391

RECEPTIONIST/TYPIST

Experienced Receptionist/Typist required for Architectural Firm located in the QEW/427 area. Salary open.

CALL MISS COLLINS

251-5271

FOR APPOINTMENT

INSURANCE AGENCY

Required permanent/part time girl/boy Friday. Previous experience preferred.

622-4220

KEYPUNCH OPERATOR

Required, minimum of 3 yrs. experience. Usual company benefits. Location — QEW & Islington.

Mr. K. Bice 251-1165

RECEPTIONIST FRIDAY

Required immediately for small office, Dundas & Kipling. Excellent typing a must. Job entails general office duties, experience on telex and call director an asset.

Call Mrs. Brown

233-2644

Canada Trust

REQUIRES
Experienced persons for the following positions:

Teller

For our Branch at Lakeshore & 7th St.

TUESDAY TO THURSDAY, 9 to 5:30 p.m.
FRIDAY, 9 to 7 p.m.
SATURDAY, 9 to 3 p.m.

Part Time Teller

For our Branch at Eglinton & Wincott

THURSDAY & FRIDAY, 4 to 8 p.m.
SATURDAY, 9:30 to 3 p.m.

We offer excellent working conditions, generous fringe benefits and competitive salaries.

For appointment please call
PERSONNEL DEPARTMENT

362-6161



Eileen Beatty & Associates Inc.

SR. CORPORATE LEGAL \$12,000.
Excellent opportunity in one of Canada's largest legal firms working for Senior Partner. Beautiful offices, extensive benefits. Good secretarial skills and some legal background required.

JR. SECRETARY \$175.
Looking for an interesting position with a multi national company? If you have good skills and grooming and some business experience, this may be the position for you in a company with a future. Yonge-King.

SECRETARY TO TREASURER \$9,600.
Great opportunity to work for International Company with Head Office located at Yonge-St. Clair. Good skills and experience essential. Excellent benefits including dental.

MAG CARD—LEGAL \$\$ OPEN
Experience on Mag Card and some exposure to legal is all that is required by large Downtown Legal company. Excellent opportunity for advancement.

236-2686

Board of Education For the Borough of York SWITCHBOARD RELIEF OPERATOR/CLERK TYPIST

Required to work in the Education Administration Centre as the Relief Switchboard Operator and assist with typing in the Computer Services Department and various Departments as required.

The successful candidate should have a good academic background with proficiency in typing and a minimum of 1 years experience on a cord type switchboard.

Duties to commence as soon as possible.

Salary: \$8,083 with annual increments to \$9,607. (1976 rate). Excellent fringe benefits.

APPLY IN WRITING TO:
Mr. I. W. Baker, Personnel Officer
Suite 611
2 TRETHEWEY DR. (KEELE & EGLINTON)
Toronto M6M 4A8

PAYROLL

& ACCOUNTS PAYABLE CLERK

With knowledge of McBee One-Write System. Must be able to type and be accurate with figures and detailed records.

Hours 8:30 a.m.-4:30 p.m. Monday to Friday. Must have own transportation.

Phone for appointment to apply in Person before January 21, 1977.

Mrs. Dorothy Kelly, Secretary-Treasurer,
**CREDIT VALLEY
CONSERVATION AUTHORITY,**
MEADOWVALE, ONTARIO
(416) 451-1615.

Fully Experienced SENIOR TYPIST

A variety of interesting applications in our Word Processing Centre will challenge the professional skills of the successful Candidate.

A strong desire to obtain high standards in productivity and quality are a must. Magnetic card and dictation are definite assets but are not pre-requisites, as full training will be provided on the operation of the Xerox electronic typing system. Hours 8:30 to 4:30. Usual Company benefits.

Apply Personnel Office
CANADIAN REXALL CORP.
2501 Stanfield Rd., Mississauga
277-9403

duncan

An Eye To The Future?

We are in need of a person with a mathematical aptitude and typing skills for a position involving training on a computer. The firm is rapidly expanding and offers a pleasant working environment, an extensive benefit package and a future to a person with a solid work history and a willingness to learn.

If you feel you qualify for this position please call:

Chris Cordy 361-1456

CLERK TYPIST

Company located in the Islington-Evans Ave. area requires person for Production Control office. Experience with Kardex inventory control system preferred.

PHONE MRS. M. ROBERTSON

251-5251

SECRETARY/TYPIST

Required for Head Office in Dixie and Eglinton area. Must have good typing skills, dictaphone and/or shorthand, bookkeeping exposure. Ability to work with minimum supervision.

For Appointment Please Call

Mr. Buchanan 624-0220
APECO OF CANADA LTD.

ORDER DESK/ INVOICE CLERK

Small Company near Airport requires alert Person with Grade 12 education. Accurate typing ability and recent office experience essential. Work includes processing and filing incoming orders, typing invoices, arranging shipments and general office duties. Own transport desirable.

Mr. M. Wigan 677-7450
MUIRHEAD SYSTEMS
LIMITED

TEMPORARY

- SECRETARIES
- DICTAS
- TYPISTS
- ACCOUNTING CLERKS

TOP\$\$\$

Must have previous experience. We can also find you a permanent job.

CALL

JOAN HOCKIN OR JANET JEFFERY

1243 Islington Ave.
Suite 611
(Bloor-Islington Subway)

239-2716

CLERICAL POSITION

Duties include telephone reception, manual visi-records inventory control. Must have accuracy with figures and typing at 60 wpm.

Mr. Wilkinson

239-2351

Customer Service Person

Bright young person for interesting telephone work in Customer Relations Dept. of new car dealership. Must have outgoing personality and pleasant telephone manner.

FOR INTERVIEW CONTACT MR. TUTT

WESTPOINT FORD
277-9531

ACCOUNTS RECEIVABLE CLERK

Interesting position for Person who is good with figures, has some knowledge of computer input/output, can type and is willing to learn. Excellent working conditions in growing company in Rexdale.

FOR INTERVIEW CALL

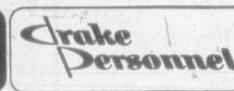
675-1637

LIFTON'S

CLERK/BOOKKEEPER

Required on a part-time basis for interesting work in our Head office (Evans and Horner). Must have at least 2 years experience.

MR. VARMA 259-9635



DIVISION OF DRAKE INTERNATIONAL SERVICES LIMITED.

A Drake International Company

\$150. DIXIE & DUNDAS. Involvement is yours as secretary to the General Manager. A flair for figures is the key. Good benefits and a friendly group.

\$165. BLOOR & EAST MALL. Use your shorthand and typing as you become involved in this lively sales department working hand in hand with the salesmen. S 7053

\$170. BIRMINGHAM & KIPLING. Step into this exciting position as secretary to the Marketing Manager. If challenge and variety are important to you. S 7052.

\$200 DIXON & 27. More than a secretary in this sales office where your pitch-in attitude will be a welcomed asset. 100% paid benefits. S 7069.

\$215. ISLINGTON & EVANS. Parlez vous francais? Handle all confidential matters for the President of this progressive firm including administrative responsibilities. S 7079.

\$155. BLOOR & KIPLING. Variety will fill your day in this Person Friday position in this Engineering Department. T 6762.

\$175. KIPLING & EVANS. No shorthand or dicta needed in this secretarial position to the President. Your flair for figures will land your exciting job. T 7199.

\$150. ALBION & 27. Fun with figures!! Your busy day will fly by as you handle all invoicing, billing, minor calculations and phones. C 7204.

\$175. DIXON & MARTINGROVE. Payroll Clerk! Come grow with this large company. A knowledge of manual or computerized payroll an asset. Top benefits. C 7153.

\$140. ORLANDO & AIRPORT. People with purchasing or merchandising experience wanted. Train in this pleasant office. Great benefits. 7196.

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

1315 FINCH W. AT KEELE 630-0064

SUE TAYLOR PERSONNEL

\$180+ SECRETARY
Excellent opportunity to get involved in a Public Relations area. Shorthand and bookkeeping experience a must. Full range of benefits. West end.

\$160+ SECRETARY/FRIDAY
Work on own initiative in this friendly Sales office. Lots of variety including phones and Customer contact. On bus line. West end.

\$150 RECEPTIONIST TYPIST
Sharp appearance with a friendly, outgoing personality to work on large PBX console switchboard. Excellent benefits plus dental. West end.

\$180+ DICTA SECRETARY
Work in lovely Corporate offices of large well known firm. Excellent benefits. Yonge-St. Clair area.

\$135+ TELEX CLERK
Some telex experience required for well groomed individual in this large West end firm. Some typing, all benefits.

ALSO

Many Temporary Opportunities Available
REGISTER NOW!
247-8608

EVENING APPOINTMENTS AVAILABLE



COST CLERK

We are seeking a person with a solid accounting background to work in our Cost Accounting Department.

The individual will prepare monthly factory operating cost reports as well as inter-factory billings as his/her major responsibilities.

We prefer a community college grad presently enrolled in a recognized accounting course.

Our employees enjoy good starting salaries and comprehensive benefit package.

SALARIED PERSONNEL DEPARTMENT

GOODYEAR CANADA INC.

3050 Lakeshore Blvd. West, Toronto

252-4441 Ext. 387

SECRETARY

Mature person to work for General Manager of Mississauga manufacturer. Aptitude for figures, dicta typing, rusty shorthand or speed writing an asset. Hours—8 to 4:30. Located on bus route.

BY APPOINTMENT ONLY:

Mrs. Peters 625-2525

- ORDER DESK CLERK
- INSIDE SALES

Preference will be given to Individual with experience in the thermo plastic, pipe and fitting field.

Good starting salary and company benefits.

Please send resume including expected salary to:

BOX "C"

c/o The Etobicoke Guardian
2980 LAKESHORE BLVD. W., TORONTO M9V 1K1

DATA ENTRY TYPIST

\$\$ OPEN

Fast, accurate typing for a key to disc operation in accounting department of Downsview firm. Knowledge of keypunch or accounting background would be a definite asset. Starting salary dependent on experience. Dufferin-Finch area. Call Gladys Lenton, Personnel World Ltd., 241-9181 — Open Mon. & Wed. 'til 8 p.m.

6 RECEPTIONISTS

1 to 8 week temporary assignments in Islington, Etobicoke, Rexdale and Malton areas. Variety and top hourly pay. Typing an asset. Call Lorne Wilbur at TOSI, 238-1036.

TYPISTS — \$160

Downtown Toronto Co. is looking for 2 top notch typists. Both must be Grade 12 Grads and live close to subway or GO Train. If you type 60 wpm or better, call us now — we're waiting for you. Susan Kerbel, Personnel World Ltd., 3035A Hurontario St., 275-8888.

Invoice Typist

Experienced person only for telephone order, invoicing and collections to start immediately.

Call 677-7011

RECEPTIONIST

Urgently required for 3 months - a typist able to handle small switchboard. Pleasant telephone manner and some office experience. Bloor and Islington. 239-2336 MRS. KING.

TYPIST

Airport location. Experienced.

677-2463

JR. CLERK

Required by Lamson and Sessions to work in our Accounts Payable Dept. Monday to Friday 8:15 to 5 p.m. Salary commensurate with ability.

255-9104

MR. CONDIE

TYPIST — \$140

Downtown Toronto firm requires bright typist with data processing knowledge. Good comm. skills would be an asset. Must be a Grade 12 Grad and live close to subway or GO Train. Call immediately. Susan Kerbel, Personnel World Ltd., 3035A Hurontario St., 275-8888.

INSURANCE

Experienced insurance office personnel required for agency. Albion/Islington area. Call:

MR. FERGUSON

742-3341

G/B FRIDAY

Personnel Dept. of large West Mississauga co. seeks Person with good typing skills and computerized payroll exp. This is a challenging position requiring detail minded Person. Gorgeous new offices, top Co. benefits. Call Mrs. Fenwick, Personnel World Ltd., 3035A Hurontario St., 275-8888.

A/P CLERK

\$145.+

Some typing and exposure to accounting needed for this interesting position in Rexdale.

TIME PERSONNEL
233-5574

ACCOUNTING CLERK

\$150

An experienced Person with a good background in accounting, receivables and payables. Some typing an asset. Dufferin-Finch. Call Gladys Lenton, Personnel World Ltd., 241-9181 — Open Mon. & Wed. 'til 8 p.m.