

510 Skilled Help

- Lathe Operators
- Tool Makers
- Jig & Fixture Makers
- Milling Machine Operators

Required immediately for permanent employment. Top rates to qualified persons, liberal fringe benefits & overtime rates, minimum 2 years experience.

Fansteel VR/Wesson Ltd.
6040 Indian Line, Mississauga, Ont.

MR. K. SCHNEIDER
677-3742

SPECIFICATION WRITER

Our Engineering Department has an immediate requirement for a person to maintain engineering records and specifications, carry out engineering changes and set up tests.

This growth opportunity is ideally suited for a recent technical college graduate or a person with engineering experience who enjoys working with numbers and technical data, and has basic drafting skills.

Apply Personnel Department

JACUZZI CANADA LTD.

330 HUMBERLINE DR., REXDALE
675-3333

Maintenance Supervisor

Required immediately, experienced Engineering Supervisor responsible for the maintenance of heavy and light machinery. Must possess a good knowledge of hydraulics, pneumatics and related systems. The applicant must possess the ability to communicate effectively at various levels of management and to introduce and supervise an effective preventative maintenance programme. Please submit resume or call Mr. Norm Connelly, 416-372-2266, United Tire & Rubber Manufacturing (Toronto) Ltd., Box 20, Cobourg, Ont. K9A 4K2.

Service Advisor

Excellent opportunity for a Mechanic or one with automotive knowledge who likes meeting people and knows the value of customer services.

Apply in writing to:

BOX "U"
c/o The Mississauga Times

2980 LAKESHORE BLVD. WEST, TORONTO M8V 1K1

MACHINE TOOL SERVICE ENGINEER

Good all-round experience in machine tools, maintenance, service and erection. A working knowledge of hydraulics required. Knowledge of numerical controls and electrics an asset. Write or phone Mr. John Haggarty.

H. RUHL MACHINERY CO. LTD.
30 Queen Elizabeth Blvd., Toronto

252-5246

INDUSTRIAL MECHANIC

Applicants should have a minimum of three years industrial experience with high speed production and/or packaging equipment. This is a three shift operation with a paid lunch. Apply in writing or telephone:

MRS. VERA HALL

675-7880
8:30-3 P.M.

KIMBERLY-CLARK OF CANADA LIMITED

10 DISCO ROAD
REXDALE, ONTARIO
M9W 5L6

MAINTENANCE MECHANIC

Required immediately by Mississauga filter manufacturer. Applicants must have a minimum of 4 years experience and be conversant with the operation of tool-room machine equipment. Shift work is involved and excellent benefits are offered.

For more information contact

MR. M. BENNETT

PUROLATOR LIMITED

1180 Lakeshore Rd. East
274-2551

Experienced Coil Makers

Must be able to form stator and armature coils. A basic knowledge of field coils, magnet coils and transformers would be an asset. Interested applicants please contact

MR. ROY SAXTON

ASEA LIMITED

3350 American Dr., Mississauga
677-0630

515 Office Help

Secretaries

We currently have several excellent opportunities for experienced Secretaries with shorthand.

Interested candidates should contact:

Carolyn J. Gibson
Staffing Specialist
Northern Telecom Canada Limited
304 The East Mall
Islington, Ont. M9B 6C4
236-2641



northern telecom
TODAY'S LEADERS IN TOMORROW'S TECHNOLOGIES.
Prior to March 1st, 1978 Northern Telecom Limited was known as Northern Electric Company, Limited.

IP IDEAL PERSONNEL

\$170. RECEPTIONIST. Super opportunity with a dynamic firm. Duties to include typing of correspondence, filing and general office. Contact with customers both in person and over the phone is most important. Congenial office. Mississauga/401.
\$175. A/R. Utilize your A/R and Cr/Col. experience in this position. Duties will include aging and reconciling accounts off computer print outs. New offices, good benefits. Dixie/401.
\$190. SECRETARY. Working for the Director of Sales and the Marketing Manager. Duties to include travel arrangements, helping at trade shows plus regular secretarial duties. Good shorthand and typing required. Dixie/Eglinton.
\$160. CLERK TYPIST. Excellent opportunity for person with 1 year's experience in A/R. Some Cr/Col., typing and analysis of accounts. A self-starter. Excellent benefits. Dundas/27.

TEMPORARY

LEGAL SEC. Experienced shorthand and dicta, litigation, 2 wks. Part Credit.
NCR 160. Postings plus Cr/Col., 2 wks. Dixie/401.
MINI COMPUTER B430. All postings, good background. Dixie/Eglinton.

279-8050

3130 DIXIE RD. AT DUNDAS



Computer Terminal Input Operator

Ret. hired for Univac UTS 400. Must have experience on terminal input but willing to train on the UTS 4001.

For appointment call Mr. Lederman
Between 2 & 4 p.m.

745-9640

INVENTORY CONTROL ANALYST

Required by a medium sized company located in the Dixie/Dundas area of Mississauga.

The Inventory Control Analyst will control the levels and flow of inventories of our multi product lines working closely with suppliers and marketing personnel.

The successful applicant will have 3-5 years experience in a similar function with exposure to EDP and systems flow. Must be detail minded and challenge oriented.

We offer an excellent opportunity for personal growth and job satisfaction combined with an excellent salary and benefits programme.

Please submit resume including salary requirements to:

GAF (Canada) Ltd.
2403 Stanfield Rd.,
Mississauga, L4Y 1R8
ATTN: MRS. D. WAITE

SECRETARY/OFFICE CLERK

WE ARE LOOKING FOR:
An efficient and experienced person for all areas of office work. French an asset.

WE OFFER:
Good salary and fringe benefits.

WE ARE:
Dealing with hydraulic components, located at 5200 Dixie Road, Unit 34, Mississauga, just south of 401.

PLEASE REPLY BY LETTER.



BOOKKEEPER

Must be experienced in residential construction.

482-2479

515 Office Help

CLERK/TYPIST

We require the immediate services of an experienced Clerk/Typist to fill a permanent position in our Corporate Research & Development Centre.

This individual will work within our Drafting Department and should therefore have considerable experience in the typing of all drafting documentation as well as other forms of printed copy. Exposure to the copying and filing of drafting material will also be considered an asset.

The successful applicant will receive a salary commensurate with experience, a comprehensive benefit package and the opportunity to secure a long term position.

Please apply in person or call for an appointment to:



PERSONNEL OFFICE
AES DATA LTD.
2330 MILLRACE COURT
MISSISSAUGA
826-0801

Sue Taylor Personnel

PERSONNEL SECRETARY \$210.
Large manufacturing firm located in Rexdale area seeks a well groomed Secretary with a pleasing personality to work in their busy Personnel Department. Lots of variety here including personnel records and telephone contact. Rusty shorthand acceptable, good company benefits.

SECRETARY \$200.
Work for Ontario Sales Manager of large west end firm. Good grooming combined with excellent typing and shorthand are prerequisites for this position. Excellent paid company benefits including dental plan.

CUSTOMS CLERK TYPIST \$175.
Busy Customs Department of well known west end firm is expanding. Any related experience helpful. Must have reasonable typing skills, excellent paid benefits including dental.

TYPIST \$165.-
Variety plus offered here in Purchasing Department of major Rexdale firm. Duties include copy typing, switchboard relief, etc. Some experience necessary, good company benefits.

ACCOUNTS PAYABLE \$165.
Large Rexdale firm has an immediate opening in their Accounts Payable Department. Process invoices for payment on computerized system as well as handle other related duties. Typing an asset. Some experience preferred but will train figure oriented person. Good company benefits.

ADMINISTRATIVE SECRETARY \$230.
Lots of potential here for the individual with a desire to become more than "just a Secretary." Position will progress into office management. Smaller N.W. office. Shorthand not necessary.

MANY OTHER PERMANENT & TEMPORARY POSITIONS AVAILABLE BUT NOT LISTED

REGISTER NOW!

247-8608

STENOGRAPHER

We have an opening for a Stenographer in our Purchasing Department. Applicant should be experienced in office procedure and have good typing and shorthand skills.

Excellent company benefits and cafeteria facilities.

Apply in person

PERSONNEL DEPARTMENT

Campbell Soup Company Ltd

60 BIRMINGHAM ST., TORONTO M8V 2B8

BOOKKEEPER/ OFFICE MANAGER

To manage small office, prepare monthly accounts and financial statements and perform general accounting functions. Competitive salary. Near Dixon Rd. & 401.

249-7114

STATISTICAL TYPIST

Required for busy Inventory Department. Experience essential. Minimum 55 wpm typing.

Apply Personnel

ATLAS ALLOYS
622-3100

KEY ENTRY OPERATOR

Progressive publishing company (Dixie & 401 area) requires a Key Entry Operator to operate a video terminal in a computer installation. Previous experience on a terminal or keypunch machine is preferred. Good working conditions and excellent company paid fringe benefits.

For interview please call

624-0672 Ext. 38

LEGAL SECRETARIES

Expanding Mississauga law firm requires experienced Real Estate or Corporate, Commercial Secretaries.

PLEASE CALL MS. HEIGHWAY

274-3121

515 Office Help

the Bay Distribution Centre
145 Carrier Dr.
Rexdale
675-5970

SECRETARY RECEPTIONIST

There is an interesting full-time position available immediately for a Secretary Receptionist willing to learn switchboard.

We require someone with office experience, excellent skills and enjoys contact with the public. Monday to Friday, daytime working hours to be arranged.

Good starting salary, 37 1/2 hr. work week and liberal staff benefits including shopping discount.

APPLY IN PERSON—10-12 NOON, 2-4 PM
ONE BLOCK WEST OF HWY. 27 & ALBION RD.



ACCOUNTS PAYABLE CLERK

Must be familiar with all phases of accounts payable and be capable of working as relief on switchboard and payroll. Good working conditions and employee benefits.

APPLY MRS. JUNE KEAST
Personnel Department

STAUFFER CHEMICAL CO. OF CANADA LIMITED

207 New Toronto St., Toronto
255-0121

ANN IAMARINO PERSONNEL LIMITED

3RD FLOOR—ISLINGTON CENTRE
56 ABERFOYLE CRES.
JUST ACROSS FROM BLOOR—ISLINGTON SUBWAY

QUEENSWAY—ISLINGTON—MISSISSAUGA—MALTON
REXDALE—WESTON—DOWNTOWN

\$200.—BOOKKEEPING MACHINE OPERATOR preferably with Burroughs 1000 experience. To post accounts payable, accounts receivable, general ledger, etc. Excellent position for responsible, mature type person, Mississauga.
\$10,500-\$11,000. INSIDE SALES ORDER DESK CLERK preferably with some industrial sales experience. Queensway, Lakeshore area.
\$150. SWITCHBOARD RECEPTIONIST with good typing.
\$170.—SWITCHBOARD RECEPTIONIST with some dicta typing and a flair for figures. Mississauga.
\$165. ACCOUNTS PAYABLE CLERK with some previous experience. No typing. Belfield & No. 427 area.

MANY OTHER POSITIONS AVAILABLE BUT NOT LISTED

SECRETARY

Must be a well groomed, bright, adaptable person who is able to accept responsibility and enjoys reception work including Terryphone, typing and making and serving coffee.

Versatility is a major necessity for keeping 2 mature, distinguished sales executives organized and professionally looked after in this small sales oriented office.

Car necessary.

Reply in own handwriting to:

900 WINSTON CHURCHILL BLVD.
OAKVILLE L6J 4Z2

NEW POSITION — Administrative Secretary

An interesting variety of duties requiring skills in communication, creativity, record keeping and typing.

Salary range \$8,000-\$10,000. Hours 9 to 5.

For interview apply in writing submitting resume to:

NATIONAL OFFICE

Junior Achievement of Canada

3240 Bloor St. West, Toronto M8X 1E4

Part Time Real Estate RECEPTIONIST

Enjoyable part time position for responsible mature person. Good typing, small switchboard. General office duties. Occasional Saturdays 9 to 5 and evenings 5 to 8. Availability for vacation relief and occasional day time hours when required.

279-7800

PART TIME

RECEPTIONIST/TYPIST

For real estate office, nights and Saturday hours. Located in Meadowvale Corporate Centre.

Meadowvale Realty Ltd.
826-8120

KEYPUNCH OPERATOR

Minimum 3 years' experience. Location Queensway and Islington.

251-1165 Sheila DuBeau
NO AGENCIES

515 Office Help

TOSI
2 KEYPUNCH OPS

Required for 2 mos. assignment, west Mississauga location. Must be fast and accurate and have key to disc exp. Call Joan McClement, 3035A Hurontario St., 275-8888.

ACCOUNTING

\$175

Lots of variety near Dundas and The East Mall for person with general bookkeeping experience. Maintain benefit remittances, reconcile payroll and bank accounts. Will train on mini computer. Friendly, modern office. Call Mr. Burke, Personnel World, 236-1036.

BOOKKEEPER/ SECRETARY

Small mfg. firm. Reliable, take-charge person. \$180—pending qualifications. Call 259-5474.

SECRETARY

\$200+

Modern office near Kipling and Evans Avenue requires experienced Secretary for their National Sales Manager. Correspondence by dicta, shorthand an asset only. Must be a good organizer and able to work on your own. Knowledge of French helpful. Call Mr. Burke, Personnel World, 236-1036.

CLERICAL POSITION AVAILABLE

Good typing ability and an understanding and aptitude for accounting are required. Previous clerical experience an asset.

For information and appointment, call

239-1646

INVOICE TYPIST

With an aptitude for figures. Part time. Dundas/Dixie area.

MRS. QUARRELL

275-8555

TYPIST RECEPTIONIST

Some bookkeeping an asset, for small friendly office. Browns Line area. Reply to Box "O", The Advertiser, 2980 Lakeshore Blvd. West, Toronto, Ontario, M8V 1K1.

PERMANENT PART TIME

2-3 years experience. All office duties. Bookkeeping an asset. Mississauga. Call Lucy, 270-9292.

TEMPORARY Assignments:
Experienced only for Dicta Typist, Phillips 320 Operator, Senior Typist and Person Friday. These and many other interesting temporary and permanent positions available. Register Now! Call Baramalea Personnel, 791-1992.

IBM 3741 Computer Operator. Experienced only. Must have own transportation. Call Baramalea Personnel, 791-1992.

520 Sales Help

FULLER BRUSH CO.

Men & women earn extra money in your spare time. No experience or car necessary. Excellent commission.

864-1015

HOMEMAKERS work from your own home. Telephone soliciting for major department store. Flexible hours. Starting September. Commission. 493-0549.

LINGERIE and Loungewear. Ma Cherie Home Fashion Shows Ltd. is looking for Sales Representatives. Commission. For interview call collect. 1-335-2142.

525 Medical Help

Summer Positions Available
RN's, RNA's & GRADS

Choice of floor duty, private duty or home care. Paid weekly, no dues or fees.

Offices

MISSISSAUGA
19 Dundas St. West

NORTH YORK
1195 Sheppard Ave. East

Call for appointment—Toronto

COMCARE LTD.
929-3364