

28. Help Wanted Female 28. Help Wanted Female



QUEENSWAY — LONG BRANCH — COOKSVILLE
CLOVERDALE MALL AREAS

NCR 3100 MACHINE OPERATOR — Must be experienced, pleasant office, great boss, Queensway area. Salary \$75 to start.

PAYROLL TYPIST GIRL FRIDAY — McBee One-write system. Answer telephone, typing quotations, general accounting duties. Congenial small modern Queensway office. Salary \$75 - 85.

GIRL FRIDAY — For 1 girl office, must be able to reconcile bank statements, type, correspondence, answer telephone, etc. Cloverdale Mall area. Car a must. Salary \$80 - 85.

SWITCHBOARD RECEPTIONIST — Attractive with good personality. Some typing, matching and paying invoices. Queensway area. Salary \$75.

DICTA SECRETARY — With some shorthand able to work under pressure occasionally. Queensway area. Salary \$80 - 85.

ACCOUNTS PAYABLE TYPIST — Will handle petty cash, bank deposit, compose letters. Queensway area.

COMPTOMETER OPERATOR — With at least 1 year's experience. Salary \$75.

Call 251-3331

Miss Ann Iamario
124 — 40th St., Long Branch

NCR 3200 OPERATOR. Work will include general typing and accounting, full set of books. Good opportunity for future progress. Rexdale. Salary \$85+

KEYPUNCH AND VERIFIER OPERATORS. 2 to 3 years experience for modern offices in Malton. Exceptional benefits and conditions.

EXECUTIVE SECRETARY. Experienced girl with good skills used to working on own initiative and making decisions. Wonderful opportunity for future career in large West end company. Salary open, reviews twice yearly.

SENIOR SECRETARY. Excellent skills needed for experienced girl in professional offices in Toronto-Dominion Centre. Salary open.

DICTA SECRETARY. Experienced dicta typist for varied duties including receptionist, reservations, appointments. Large modern offices and plant. Car essential. West end. Salary open.



SUMMIT
PERSONNEL

3065 Bloor W.

239-1186

239-1186

Evening and Saturday appointments arranged

WARNER LAMBERT RESEARCH INSTITUTE
OF CANADA LTD.,
SHERIDAN PARK, CLAKSON, ONTARIO
REQUIRES:

A LADY WHO WILL ASSUME RESPONSIBILITY FOR CAFETERIA SERVICE FOR A STAFF OF APPROXIMATELY 35 PEOPLE.

In addition, the successful applicant will be required to assist in the cleaning and sterilization of scientific equipment. This is a permanent position offering excellent salary and a full range of benefits.

Apply in writing to

WARNER LAMBERT
CANADA LTD.

220 EGLINTON AVE. E., SCARBORO, ONT.

Attn.: Personnel Department Research Institute

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LOCAL
JOB
PLACEMENT
COMPANY

\$325 **BOOKKEEPING MACHINE OPERATOR** — NCR 3200, accounts payable.

\$400+ **EXECUTIVE SECRETARY** — Mature, well groomed, above average typing and shorthand.

\$325 **BOOKKEEPING MACHINE OPERATOR** — NCR 3200.

\$400+ **SENIOR BOOKKEEPER** — Full set of books and good typing.

OPEN **GIRL FRIDAY** — Full set of books, correspondents and varied duties.

\$300+ **SWITCHBOARD RECEPTIONIST** — Well groomed, experienced with good typing. **TEMPORARY** — If you are experienced and interested in office work, for the summer, come in and see us.

100 DIXIE PLAZA, PORT CREDIT

Open Mon.-Fri., 9-5; Tues. and Thurs. till 7 p.m.

Sat. Morning 10 - 12 p.m.

Evenings and Saturdays by appointment

278-5551 - 278-5551 - 278-5551

KEYPUNCH OPERATOR

Experienced operator required for our 4 to 12 shift. Must be experienced in Alpha and Numeric. West end location. Must have transportation. Shift premium and company benefits.

Apply to Mr. Perrott

REYNOLDS & REYNOLDS
248-5571

REAL ESTATE

Sales Counsellors to represent a leading Ontario Realtor now expanding in West suburban Toronto: If you live in Etobicoke, Mississauga, Port Credit or Oakville and wish to make a career of selling homes and other properties, call Don Hickey, Bowes and Cocks Limited, 278-5531.

Gallery of Homes Realtor

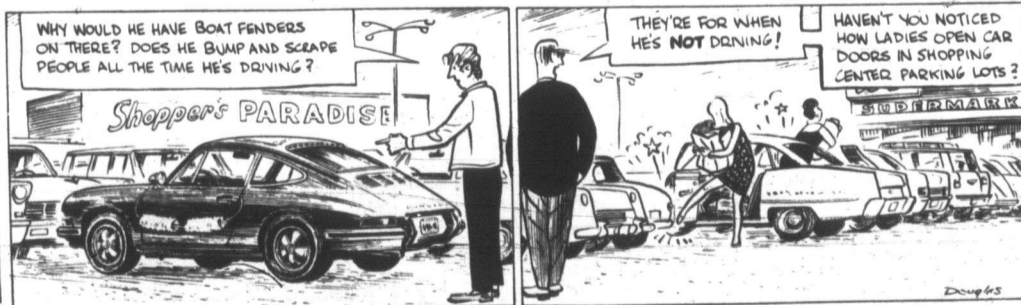
SALESLADIES

Women required as part-time salesladies. No experience necessary. Good starting rate. Apply to:

CADET CLEANERS
CENTRE PLAZA, STREETSVILLE

BETWEEN 10 - 11 A.M. FRIDAY, JULY 5th

THE WHEELS



28. Help Wanted Female 28. Help Wanted Female

Key-Punch Operator

Experienced operator required of our 4 - 12 shift, must be experienced in Alpha and Numeric. West end location, must have transportation. Shift premium and company benefits. Apply:

Mr. Perrott
REYNOLDS & REYNOLDS
248-5571

LYNN
TATE
PERSONNEL

2970 Lakeshore Blvd.
Corner Lakeshore & 8th

RECEPTIONIST-STENO
ATTRACTIVE STENO-
GRAPHER FOR RECEPTION AN) VARIED OFFICE DUTIES WITH THE VERY NICEST PEOPLE. (THE LAST GIRL LEFT WHEN HER HUSBAND, WHO'S DOING RESEARCH IN THE HORRIBLE HABITS OF HEF-FALUMPS OR SOMETHING, WENT TO FIND ONE!).

COMPTOMETER OPERATORS

THREE OR FOUR COMPTOMETER OPERATORS URGENTLY NEEDED. (APPARENTLY THERE ARE MASSES OF THINGS TO BE 'COMPTOMETED' AND NO ONE TO 'COMPTOMPT'!).

EXECUTIVE SECRETARY

HIGHLY SKILLED ATTRACTIVE EXECUTIVE SECRETARY FOR A PRESIDENT OF MANUFACTURING COMPANY. (THE LAST GIRL HAD A MOTHER WITH A CASE OF THE AWFULS AND SHE WENT HOME TO SYMPATHIZE!).

TEMPORARIES

IF YOU ONLY WANT TO WORK FOR SHORT PERIODS (AND WHO DOES NOT!) WE WOULD LIKE TO HELP.

To work is the hardest way to make a living — but if you HAVE to — we would be happy to discuss the tragedy at any time!

255-7779

NURSERY SCHOOL TEACHERS

Supervisor and assistant, one year and one accredited course minimum qualification, for morning school in Clarkson. Must supply own transportation. PARK ROYAL CO-OP SCHOOL 822-8794



A GOOD PLACE TO WORK
Capitol Records is a progressive organization providing a congenial work environment and good future potential. We are currently seeking a

SECRETARY

To the Vice-President of Marketing.

If you are looking for an interesting and diversified position, we are looking for you.

Ideally, you will be a recent high school graduate with above average secretarial skills plus 2 years' secretarial experience in Sales. A pleasing personality and accuracy in your work is a must.

For further details call:
MRS. DALE MALPASS
Personnel Assistant
677-5050
CAPITOL RECORDS
(CANADA) LTD.
Malton, Ontario

SWITCHBOARD

P.B.X. experience plus an aptitude for figures required by Malton firm. Own transportation needed. Company pays all benefits. Salary \$360.

CALL

MRS. SWAN, 259-3785

Perma-Time
Placements

Evening and Saturday
Appointments Available

OPPORTUNITY

National Conservatory of Music requires ambitious woman for sales work. This position offers unlimited earnings and opportunity. Sales experience an asset. Car necessary. Guaranteed basic salary and commission. Able to do day and evening work. For appointment call

451-5991

COOK

July & August
FOR NURSING HOME

THE WILLOWS
NURSING HOME
277-2863