

510 Skilled Help

MECHANICAL DRAFTER

With a minimum of 3-5 years related experience in automotive transportation, equipment or sheet metal fabrication. Excellent benefits including fully paid insurance, pension and cost of living allowance.

Please reply in confidence to:

BOX "C"
c/o The Mississauga Times
2980 LAKESHORE BLVD. WEST, TORONTO M9V 1K1

MOULD MAKER

Qualified for plastic injection moulds. Required by well established and well-equipped manufacturing company. Attractive wages and benefits package are offered.

Phone 252-6301

OR APPLY IN PERSON TO

DORCHESTER ELECTRONICS LTD.
40 Fima Cres., Toronto
(KIPLING-HORNER)

MECHANIC

Licensed Class "A", Chrysler or import car experience preferred. Busy Chrysler dealer. Flat rate shop. Top wages & employee benefits. 5 day week.

Apply
R. MAILING

Halnan Motors Ltd.
3400 Lakeshore Blvd. W.
259-4605

TRUCK POWER CONVERSION MECHANIC

Required to remove and install diesel engines in truck frames. Ability to work independently. Must have knowledge of automotive electrical systems, basic welding and good mechanical aptitude. Must be willing to work overtime as required. This hourly paid job offers good wages and full company benefits.

Apply
PERSONNEL OFFICE

Harper Detroit Diesel Ltd.
10 DIESEL DR., TORONTO M8W 2T8
259-3281

TAG PRESS OPERATOR

Well established and respected tag and label manufacturer located in Etobicoke requires a mature individual for specialized printing equipment.

Previous printing experience preferred. Good wages and working conditions. Permanent work and excellent benefits. Shift work. Close to TTC.

For interview call
MRS. C. CERINI
233-1135

EXPERIENCED MAINTENANCE MECHANIC

Required for medium sized paper converting company, located in Rexdale.

Apply To
WALDEC OF CANADA LTD.
247-6693 Mr. C. Koomen

PLASTIC INJECTION SET-UP PERSON

For a custom moulding shop, must be experienced, South East Mississauga.

Apply 865 Rangeview Rd.
OR PHONE MR. TUNNEY
278-6191

515 Office Help

DICTA TYPIST

GIFFELS ASSOCIATES LIMITED, a major consulting engineering firm located near the Airport has an immediate opportunity for a well qualified dicta typist, to handle a variety of duties for executive officers. Fast, accurate typing is required.

Attractive salary and benefits, modern office building, flexible working hours, parking and cafeteria on premises.

Apply For Interview by Phoning
Miss Milsom at 675-5950
GIFFELS ASSOCIATES LIMITED,
30 International Blvd. Rexdale, M9W 5P3

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515 Office Help

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CANADIAN IMPERIAL
BANK OF COMMERCE
LAKESHORE & CLARKSON
Experienced Part Time

TELLER
822-4141



Distribution Centre
145 Carrier Dr.
Rexdale
675-5970

CLAIMS CLERK

There is a full-time position available in the Traffic Department for a Claims Clerk. Duties to include physical inspection of all incoming shipments, arranging inspections with carrier, preparing claims, maintaining a claims prevention program and filing claims. Successful applicant must have a thorough working knowledge of claims, carrier rules and regulations, be a self-starter and well-organized, with a minimum Grade 12 education.

APPLY IN PERSON 10-12 NOON, 2-4 P.M.
1 BLOCK WEST OF HWY. 27 & ALBION RD.

RECEPTIONIST TYPIST

Rapidly expanding fast food franchise requires an eager individual to perform a variety of duties including reception and dictaphone typing. Must be pleasant, efficient and willing to grow with our company. Airport location.

Please apply in writing to:

BOX "E"
c/o The Mississauga Times
2980 LAKESHORE BLVD. WEST, TORONTO M9V 1K1

EVENING SWITCHBOARD

Receptionist Typist required, Monday to Thursday, 5 to 9 p.m. plus 9 to 6 p.m. Saturdays, except July & August.

Ross Wemp Motors
360 REXDALE BLVD.
743-1810

STENOGRAPHERS

We require stenographers with dictaphone experience and a minimum typing speed of 60 w.p.m. Starting salary \$174.50 weekly.

Please Apply to Personnel Office
CANADIAN STANDARDS ASSOCIATION
178 Rexdale Blvd.
744-4016

ACCOUNTS RECEIVABLE - CREDIT

Local company requires responsible person for Accounts Receivable Department. Duties include reconciling and posting customer accounts, some typing. Applicant must have minimum of 2 years experience in accounting or credit.

Call Mr. MacDonald
677-9800
WHITE TRUCKS
6205 AIRPORT RD., MALTON

SECRETARY

GOOD Opportunity for individual thoroughly experienced in all phases of secretarial work, senior skills required (shorthand and typing) combined with an excellent command of the English language to compose correspondence.

STIMULATING environment, company paid benefits, hours 8:30-5.

Please Apply Personnel Dept.

Panasonic
40 RONSON DRIVE, REXDALE M9W 1B5
248-2087

ADMINISTRATIVE ASSISTANT

Excellent opportunity for person with strong typing and other clerical abilities, with aptitude for figures. Basic responsibilities, maintaining inventory & contract control and secretarial duties to operations manager, for fast growing data processing equipment company. Located in the Islington-Evans Ave. area. We are looking for someone who can work well with a minimum of supervision, several years in the Canadian work force a definite advantage, standard company benefits, salary negotiable, requires Girl/Boy Friday. Typing, telex, pleasant

Please Contact Mrs. J. Galloway
FOR AN APPOINTMENT
Courier Terminals
251-3335

LEGAL SECRETARY

Required as of July 17th, minimum of 5 years' experience in corporate/commercial and estates. Please phone:

COLEMAN, McTAVISH
277-2776

PERMANENT PART TIME

Mature person for afternoon work in small, pleasant insurance office at Dundas Street and Prince Edward. Typing and shorthand or dictaphone necessary. Hours 1-4:30 p.m. Monday to Friday.

CALL MRS. BRASS
233-6234

ACCOUNTING CLERK

Experienced in computer accounts receivable and manual accounts payable. Kipling & 401 area.

Call Mrs. Morin
249-8455

LEGAL SECRETARY OR TYPIST

Full or part time, primarily Real Estate and Will typing. Kingsway office.

231-8541

CLERK STENO

We require a Clerk Steno with good typing and shorthand skills.

Please Call
Personnel Office
CANADIAN STANDARDS ASSOCIATION
178 Rexdale Blvd. Rexdale
744-4016

GENERAL OFFICE CLERK

Some typing, coding and other office duties. Neat printing a must. Send resume to:

S & M LABORATORIES LIMITED
6 Vansco Rd. Toronto, M8Z 5J4

EXPERIENCED CLERK TYPIST

Duties include phone & reception, 9 to 5. Dixon Rd.-Hwy. 27 area.

675-7262

TYPIST/RECEPTIONIST

Required for machinery sales office in the Meadowvale Corporate Centre (Mississauga Road - 401). Experienced person for typing, telex, reception and general office work. The emphasis is on experience and accuracy. Working knowledge of French an asset.

Call
STORK PUMPS
826-8700

REXDALE AREA

Invoice typist required, experience necessary, air conditioned office, pleasant working conditions.

Phone 743-5367

GIRL/BOY FRIDAY

Small sales office Burnhamthorpe and West Mall area requires Girl/Boy Friday. Typing, telex pleasant telephone manner, experience preferred. Start June 26th, 9 to 5, Monday to Friday.

Phone 622-1201

DATA CONTROL CLERK

Responsibilities include accepting and controlling the flow of documents from in-company departments through the computer room; keypunch back up.

Some related experience preferred. This is a salaried position. Good company benefits.

Interested applicants are asked to call

BETH SELLARS
277-3131
ESB CANADA LTD.
2301 DIXIE RD.
(at The Queensway)

PREVIOUS EXPERIENCE IN PAYROLL?

PAYROLL CLERKS

We currently have several clerical openings for high school graduates with 1-3 years' experience in the Payroll function. These positions will be located at our Corporate Headquarters offices in west-end Toronto.

If you are seeking new challenge and opportunity and possess the above-mentioned qualifications, we offer competitive salaries, a comprehensive benefits program and an opportunity to be part of a new enthusiastic "team" here at Northern Telecom.

Please send full details of your work experience, academic qualifications and salary history to:

D. H. Cooke
Staffing Manager
Northern Telecom Canada Limited
304 The East Mall
Islington, Ont.
M9B 6E4



nt northern telecom

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

Sue Taylor Personnel

ADMINISTRATIVE EXECUTIVE SECRETARY \$13,000+
ACT as Administrative Confidential Secretary to Managing Director of this busy North-West office. Secretarial duties combined with administrative functions, which include supervising a staff of 3, create a very rewarding position for a career-minded individual. Must have excellent typing and shorthand skills with 5 yrs. plus solid or steady secretarial background. All paid company benefits including dental.

ADMINISTRATIVE SECRETARY \$12,000+
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.

SECRETARY \$190.
Work for busy Sales Manager in this congenial Downsview office. Usable shorthand, good typing and 3 years plus experience required. All paid company benefits, 3 month review.

INVENTORY CONTROL \$160.
Large well known southwest firm currently on Kardex are converting to computerized system using CRT's. Must have inventory control experience along with some typing. Good company benefits.

CREDIT & COLLECTIONS CLERK \$180+.
A large well known firm located in the Southdown Rd./QEW area has an immediate opening for a Credit & Collections Clerk with 2 years plus experience preferably on a computerized system. A pleasant telephone manner and some typing are prerequisites for this position. Excellent company paid benefits including profit sharing. Own transportation desirable.

ASSISTANT FLEET MANAGER \$14,000.
Work for large firm located in west end offering excellent company paid fringe benefits. Must have minimum grade 12 education along with a few years related experience.

ALSO MANY TEMPORARY OPPORTUNITIES AVAILABLE

REGISTER NOW
247-8608

EVENING APPOINTMENTS AVAILABLE

cameo careers

270-8888 • 247-7477

\$160 TRAVEL Bi-Typist/Receptionist. Good typing (60 wpm) and ability to translate French to English and English to French oral and written. Benefits include travel.

\$200+ TRAVEL Administrative secretary with good shorthand and fast typing to work for Director of progressive tour company. Benefits include travel.

\$175+ JUNIOR SECRETARY. Preference will be given to graduate of Secretarial Science course who qualifies with a mature attitude, good grooming and skills that include shorthand. Complete benefits. Promotable position.

\$130+ JUNIOR TYPIST-RECEPTIONIST. Busy phones, some figure work and lots of typing (you'll need at least 60 wpm) along with cheery phone manner and neat grooming. Benefits include dental.

\$200. SECRETARY to Marketing Manager and 2 assistants. Person who enjoys working on own initiative with 3-5 years experience and usable shorthand will be ideal. Complete benefits.

\$190. SALES SECRETARY. Interesting, varied position as Secretary to Sales Manager and 4 salesmen who use shorthand on occasion. Early review and all benefits offered to qualified person who would enjoy Sales atmosphere.

BOOKKEEPER. Travel Agency would like someone familiar with the industry. Permanent part-time.

TRAVEL CONSULTANT. Must have C.I.T.C. and a minimum of 2 years experience. Location Weston or Mississauga.

\$175. TYPISTS (2). Major Company has promoted... leaving two positions open for good typists who will qualify with 1 year's experience. This Company looks for people who are well groomed, mature, and has promotion potential. Complete benefits.

BETWEEN JOBS?

WORK TEMPORARY - GOOD CHOICE AVAILABLE

cameo careers

PERSON FRIDAY

3 or 4 days per week, Weston Rd.-Finch Ave. area. Duties include inventory control & miscellaneous office duties.

CALL FOR APPOINTMENT

741-3530 ask for Sharon

Whatever your message... business or personal, happy or sad, important or trivial, buying or selling... the easy way to tell it to the people you want to reach is to put it in print with an ad in Classified. You'll get your message across.

When you want to TELL!

PLACE YOUR CLASSIFIED AD

the etobicoke guardian

The Advertiser

252-6371

TheTimes

252-6391