

515 Office Help

SECRETARY TO GENERAL MGR. \$190.
Good business exposure dealing with a variety of duties, i.e. advertising agencies, media, etc. Flexible nature required. Some shorthand preferred. Rexdale and Markham area.

STENO \$160.+
International company requires a top notch typist. Lots of telephone contact, mature, well spoken person. No shorthand required. Bloor and West Mall area.

ACCTS. PAYABLE CLERK \$160.+
Voucher system, heavy work volume, good solid accounts payable background. West end location.

SENIOR TYPIST \$140.+
Some previous office experience and good typing speed. Company looking for flexible nature and someone who likes working with a team. Growing Company. Evans and Kipling area.

SECRETARY TO CONTROLLER \$180.-\$200.
Excellent secretarial skills and background in accounting. Large manufacturing company. Weston Rd. and 401 location.



Nancy Mitchell
Personnel 231-7284

CLERK TYPIST

Required to post and maintain production control records and perform related clerical and typing assignments. An aptitude for figures and legible handwriting are requisites and some related experience desirable.

Good initial salary and Company paid employee benefits.

APPLY PERSONNEL DEPARTMENT
Gabriel of Canada
3560 LAKESHORE BLVD. W.

SECRETARY TO THE CONTROLLER

The successful applicant will be a capable self-starter, able to work with a minimum of supervision, to perform all secretarial and administrative duties for the Financial Group. These duties will include assisting in special projects from time to time.

REQUIREMENTS ARE:
• Grade 12 education
• Accurate typing skills, minimum 55 wpm
• Knowledge of shorthand or dicta an asset
• Ability to communicate both verbally and in writing with internal and external sources.

EXCELLENT WORKING CONDITIONS AND A FULL RANGE OF COMPANY BENEFITS.

For appointment call Barb Athron
252-5151 Ext. 236

Panasonic RECEPTIONIST TYPIST

Required for small office. Queensway-Kipling area. Excellent working conditions in a congenial atmosphere.

Apply in writing only, stating experience and salary required to:

PANASONIC INDUSTRIES CANADA LTD.
1475 The Queensway, Toronto M8Z 1T3

ACCOUNTS RECEIVABLE COLLECTIONS

With experience. Must have good knowledge of Canadian cities. Must be able to age and reconcile accounts. Must also communicate with accounts by phone, apply cash on I-Rite system and type monthly A/R age trial balance. Temporary position - may develop into full time. No agencies please.

H. RUHL MACHINERY CO. LTD.
40 Advance Rd.
CALL 231-6574

SECRETARY

To assist Brand Managers in a busy Marketing Department.

Should have good typing skills and ability to take dictation. Must be capable of working on own initiative and be detail minded. Hours 8:30 to 4:30. Usual Company benefits.

APPLY PERSONNEL MANAGER
Canadian Rexall Corp.
2501 STANFIELD RD., MISSISSAUGA
277-9403

515 Office Help

Boyle-Midway (CANADA) LIMITED

JUNIOR CLERK
Queensway-Kipling Area

This is an opportunity for a recent grade 12 commercial graduate with some clerical experience.

Position will require good typing, ability to handle a variety of clerical duties and a pleasant telephone manner. Permanent position. Excellent employee benefits.

For interview appointment call
Between 9 a.m.-4 p.m.
PERSONNEL
255-9163

Panasonic Accounting Clerk

Required for small office to handle accounts payable and other varied accounting functions. Previous experience required. Excellent working conditions.

Please apply in writing only, stating experience, qualifications and salary required to:

PANASONIC INDUSTRIES CANADA LTD.
1475 The Queensway, Toronto M8Z 1T3

SECRETARY

Top notch person required for this position. Good typing and shorthand is essential. Head Office of medium sized multi group of companies. Location Kipling-Queensway area. Excellent starting salary for the right person.

For interview please call
MR. J. PHILIP
252-5971

Receptionist Typist
for Mississauga Real Estate office, evenings and Saturdays, typing 60 wpm.

Call Mrs. Ferguson,
274-3474

CLERK TYPIST

This Junior position requires good typing and telephone skills. Good opportunity for advancement with a growing company.

CALL JUDY SHAW
252-7121
Select Carton Service
95 BROWNS LINE, TORONTO

PART TIME BOOKKEEPER

For small business, located Islington-Bloor area.
233-1532



DIVISION OF DRAKE INTERNATIONAL SERVICES LIMITED

\$135. DIXIE & EGLINTON. Lots of public contact in this variety filled typist, customer service position. T 6810

\$150. DIXIE & DUNDAS. Become involved as secretary to the Accountant in this busy position. Great atmosphere is an added benefit.

\$150. BLOOR & KIPLING. Show off your typing skills in the Engineering Department of this top notch firm. * 6762

\$125. BLOOR & KIPLING. Opportunity awaits in this filing and accounting position. Also enjoy some switchboard relief. C 7137

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

\$175. CLERK TYPIST
Lots of variety offered here for fast, accurate typist. Small, congenial West end office.

\$140. CLERK TYPIST
Will train on computerized inventory system. Duties include switchboard relief, telex and some typing. Full benefits plus dental. Grade 12 with 1 year + office experience. West end.

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

Many Temporary Opportunities Available
REGISTER NOW!
247-8608
EVENING APPOINTMENTS AVAILABLE

515 Office Help

The First Canadian Bank
Bank of Montreal

REQUIRES
PART TIME TELLER
Experienced

Two days weekly. Knowledge of Portuguese would be an asset.

Call 274-3438

Office Manager/Purchasing Agent

Required for medium sized manufacturing firm. Good working conditions. Should have good knowledge of all office routines, sales order procedures, stock recording, material control, import/export procedures, etc.

APPLY IN WRITING TO:
DANFOSS MANUFACTURING CO. LTD.
1230 Lakeshore Rd. East, Mississauga L5E 1E9

TEMPORARY

• SECRETARIES
• DICTAS
• TYPISTS
• ACCOUNTING CLERKS

TOPSSS

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

EXPERIENCED SECRETARY/BOOKKEEPER

Needed for small manufacturing company in Albion Rd.-Hwy. 27 area. Familiar with all general office procedures and to trial balance, a small set of books. Busy growing company with good potential for advancement, good working conditions.

PLEASE CALL
MR. MAY 749-6769

SECRETARY \$180

Good dicta with the initiative to organize and maintain an efficient marketing area.

275-2366
MISSISSAUGA PERSONNEL

Part Time CLERK/BOOKKEEPER

Required for ladies wear chain. Must have ability to work with figures and at least 3 years experience. Pleasant working conditions and prospects for later full time job.

REPLY TO BOX "T", C/O THE ADVERTISER, 2980 LAKESHORE BLVD. W., TORONTO, ONTARIO M8V 1K1.

SECRETARY

Insurance Agency requires experienced person, Royal York and Bloor. Must be experienced in general insurance agency. Monday to Friday, 1 to 5 p.m. Excellent working conditions and fringe benefits for right person.

CALL BETWEEN 6 & 9 p.m.
231-6418

MAIL CLERK

Some typing required. Company located at Royal York and Dundas.

Call
IAN WATKINSON
233-3211

6 CLERK TYPISTS

Clerk typists required for temporary assignments - 1 to 8 weeks in Islington, Etobicoke, Rexdale and Malton areas. Good variety and top hourly pay. Call Lorne Wilbur at TOSI, 236-1036.

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520 Sales Help

I NEED YOU
JOIN OUR SALES TEAM
FULL or PART time
MALE or FEMALE
no investment no gimmicks

START immediately
training & equipment supplied

JOHN PEDRI
Branch Manager

ELECTROLUX CAN. LTD.
939 Lakeshore Rd. E., Mississauga
Please call 274-2519

MEADOWS AIRFREIGHT CANADA LIMITED
Require
AIRFREIGHT SALES REPRESENTATIVE
MUST BE FULLY EXPERIENCED IN AIRFREIGHT SALES OR SERVICE.

FOR FURTHER INFORMATION CALL:
366-9241 - MR. W. N. WEBER

Start the New Year Right!

Join a winning Team. We are a young progressive Company, the leader in our field. If you have 1 yr. selling experience, preferably in the office equipment field, we are looking for you. Compensation includes salary and commissions plus incentive programs for top performers.

For confidential interview send resume to:
UNICORN GRAPHICS LTD.
50 Galaxy Blvd., Unit 12, Rexdale M9W 4Y5
ATTENTION-ED SIMPSON
Or Phone 675-1295

SALES REPRESENTATIVE

Large progressive Company in grocery industry requires additional Sales Representatives to cover wholesale retail trade in Toronto and surrounding areas.

Some experience preferred but will train.

Opportunity for advancement to successful applicant.

Salary, bonus and expenses. Company car supplied.

FORWARD RESUME TO:
POWELL FOODS (1973) LTD.
Subsidiary of Cadbury Schweppes Powell
45 Torbarry Rd., Downsview, Ontario
Interviews will be arranged

Part-Time SALES & MERCHANDISING CONTACT PERSON

Would you enjoy contacting food chain stores on a regular route, taking orders, and maintaining distribution on our established lines? We have a position open for a person who can work 3 days per week. On the job training supplied.

Requirements - Neat appearance. Pleasant personality. Comfortable talking to people.

Car necessary. Allowance supplied. Opportunity for advancement.

Call for Interview
MISSISSAUGA
625-9241

What you should look for when selecting a rewarding career...

- a growing organization
- generous draw system
- sales training program
- group life & health plans
- a professional identity
- reimbursement of R.E. course costs
- top commissions
- group dental plan
- profit sharing

join the professionals for a rewarding career at...

COULAS REAL ESTATE LIMITED
255-2353
2013 LAKESHORE BLVD. WEST (ETOBICOKE)
APPLEWOOD VILLAGE SHOPPING PLAZA (MISSISSAUGA)

FREE REAL ESTATE SCHOOL

Hi - I'm George Chuvalo, I invite men and women 21 and over to enrol in the Real Estate course given by community Colleges. Will pay for it and give you \$200 weekly draw and pay top commissions. Manager 275-5225. Cimerman R. E. Ltd. - office in Toronto and Mississauga.

\$8 Per Hour

PART-TIME 6-10 P.M.
Also full-time positions available
CAR REQUIRED
For interview call
Mississauga
277-2719

AMBITIOUS COUPLE
Needing more income. Unusual opportunity for good earnings. Work together. Initially part time. No investment required.

Call 259-2288

ENJOYABLE WORK
For homemakers with 2 or 3 evenings to spare. Excellent commission. Phone 621-6355.

TURQUOISE SALES PEOPLE
Needed immediately to cover West Toronto and Mississauga areas. Commission. 690-2578 mornings and evenings.

INTERESTING & REWARDING

Part Time SALES POSITION
Put your nursing, hospital or pharmacy experience to good use. Full professional training provided. Travel limited. Must reside in immediate area and provide own transportation. Draw against commission and bonuses.

Reply in confidence to: Box "A", c/o The Mississauga Times, 2980 Lakeshore Blvd. West, Toronto M8V 1K1.

TERRIFIC OPPORTUNITY
If you are neat in appearance and have a car, are available 4 evenings per week plus 1/2 days Saturdays, call
275-3730

Homemakers!
Earn extra money in your spare time. Enjoyable work. Commission. 749-5924.

525 Medical Help

NURSE AIDE
Required for 3 to 11 shift, 5 days a week. Some weekends.
GARDEN COURT NURSING HOME
259-6172

540 Domestic Help Wanted

WANTED - Cleaning lady, also kitchen work, from 1 p.m. to 6 p.m. 239-9550.

RELIABLE Housekeeper, over 40, must live-in and care for one child, light housekeeping and cooking, non-smoker, Cooksville area. 451-4072, after 5 p.m.

(CLEANING lady wanted. Own transportation if possible. 822-8963.