

515 Office Help

CLERK TYPIST

Competent person required immediately as general assistant in office of industrial equipment manufacturer Kipling/Evans area. Clerical accuracies and good typing abilities essential. Must have adequate personal qualifications to function as relief receptionist/telephone operator.

For further information or interview arrangements

CALL MRS. DEVLIN

255-7371

SENIOR PAYROLL CLERK

We are looking for:

A person who welcomes responsibility with a large Canadian company, located in the Weston Rd.-Eglinton Ave. area. The candidate should have 2 years experience, dedication to the job, & a high aptitude for figures.

Company benefits include dental plan, life insurance, health insurance, parking.

Telephone Mr. Gravely

762-8121 Ext. 242

ORDER CLERK

Major pattern company requires order desk clerk, typing & ability to work on-own required.

For Information Contact MRS. BAIRD

259-5061

JUNIOR OFFICE ASSISTANT

Required immediately, by Rexdale based company. Experience in bookkeeping & payroll a definite asset. Typing & good telephone manner essential.

Call Mr. Mehta

675-7004

ACCOUNTS RECEIVABLE

Manufacturer located near Airport seeks experienced individual for our accounts receivable. Duties include cash application and computer processing of customer payments, solving of problem accounts and processing of customer credit notes. Will also train as back-up in order processing department. Only experienced applicants need apply.

Grade 12 education and good typing skills are required. Successful applicant will be trained on computer terminal.

We offer good starting salary and above average fringe benefit package.

For interview call MRS. STEPHENSON

678-2051

THE MENNEN COMPANY, LIMITED

6400 Northwest Dr., Mississauga

ACCOUNTANT

With accounting and bookkeeping experience, required by firm of chartered accountants in Mississauga. Willing to work on assignments in clients' office.

WITHEY, ADDISON & CO.

1141 Clarkson Rd. N., Mississauga L5J 2W1

822-1226

RECEPTIONIST/TYPIST

A pleasant, well groomed and well spoken person with 50 wpm to handle typing of correspondence, invoices, purchase orders and cheques. A minimum of 1 year's experience. Dixie/Eglinton area with parking.

CALL D. CAMERON

624-0931

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SCHOOL'S STARTED
Time to get back into circulation

Immediate temporary assignments are available in the Etobicoke/Rexdale/Mississauga/Brampton areas for experienced:

TYPISTS
STENOS
DICTA TYPISTS
SECRETARIES

Work when you want with a schedule that meets your personal needs. New high pay rate. Please call:

ETOBICOKE/REXDALE 231-6523
MISSISSAUGA/BRAMPTON 276-2000

Manpower Temporary Services

RECEPTIONIST

For Doctor's office, 3 to 4 days per week. Apply in writing to: Dr. B. Will, 466 Rattray Park Dr., Mississauga, L5J 2N1.

CLERK

To work on inventory control system. Aptitude for figures. 1542 The Queensway.

STENO

Experienced steno required at the Royal Bank, Rexdale. Call 741-3430.

Wholesale Travel Agency

Requires

RESERVATIONS CLERK TYPIST

For Manpower Training Scheme. Must have been out of work at least 7 days to qualify. No experience necessary beyond good typing, intelligence, and enthusiasm. Located near Airport. \$138. per week.

675-2555

EXPERIENCED

Part-Time Tellers

At Bank of Montreal

REXDALE & KIPLING BRANCH

Contact

743-5905

SECRETARY ASSISTANT

Computer leasing firm in West End requires secretary assistant with good secretarial & administrative skills for small office. Duties varied including dealing with clients on telephone, knowledge of French helpful. Capability to take initiative & work on own much of the time is important, good starting salary.

CALL RUTH
At 922-2470



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SECRETARY

Required for Sales Department. Applicants must be self-starters, possessing excellent typing and dicta skills.

MRS. CLIFFORD

255-4491

Holt, Rinehart and Winston of Canada Limited

55 Horner Ave.

MARKETING DEPARTMENT SECRETARY

REXDALE AREA

We have an opening for a well-groomed, vivacious person with excellent typing skills, dicta and good command of the English language.

The successful applicant is offered a complete package of benefits fully company paid, including pension plan, sickness plan, major medical and drug plan, OHIP and life insurance which equals 2 times annual salary. Automatic salary review every 6 months. Due to location, own car is a necessity — free parking.

EXCELLENT PROFIT SHARING PLAN

Call Dot 9 a.m. to 8:30 p.m.

863-0158

OFFICEMASTER SERVICES LTD.

DICTA TYPIST

ISLINGTON & QUEENSWAY

We require a self-motivated, organized individual to assume secretarial responsibilities for members of our Marketing Management Team. Minimum 60 wpm typing and 2 years prior experience essential.

Call The Personnel Manager

GLAXO CANADA LIMITED

252-2281 Ext. 52

CREDIT/COLLECTION CLERK

Must have experience in credit and collections.

Duties to include accounts reconciliation, posting of cash receipts, credit authorizations and follow up. Direct customer contact by phone, and correspondence.



For interview please call

GAF (CANADA) LTD.
Mrs. H. Tyson

277-0381

PERSON FRIDAY

Small medical device company in the 401/Dixie area requires a person good at details and enjoys working in a small office. Experience should include order processing, customer service, general correspondence. Pleasant telephone personality required for customer contact. Typing 60 wpm. Grade 12 minimum.

Edwards Laboratories
625-2957

DOCTOR'S BILLING CO-ORDINATOR

This responsible person does all the office jobs necessary to bill OHIP & patients for 100 Doctors in the out-patients clinic at St. Josephs Hospital (Lakeshore near CNE) & to ensure that full collections are made on behalf of the doctors. The job includes working on a computer terminal in your own office at the hospital, unsupervised. Salary negotiable.

Call 537-7837

BETWEEN 8 & 3 P.M. FOR EVENING INTERVIEW

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EXPERIENCED FILING CLERK

Experienced filing clerk required for large West End steel service centre.

Duties, filing & varied clerical work, some typing & switchboard relief permanent position, good salary & fringe benefits.

To Arrange For Interview

Please Call

MR. R. MONTEITH

Uddeholm Steels Ltd.

5400 Dixie Rd., Mississauga

625-3300

EXPERIENCED BOOKKEEPER

Required for new head office located 33 City Centre Dr. Mississauga. Successful applicant will be capable of handling all accounting functions through to trial balance.

Please Call MRS. E. COLEY

276-6347

For Information

GIRL/BOY FRIDAY

Evans—Kipling Area

Must be efficient accurate typist with pleasant personality & telephone voice. Some knowledge of bookkeeping, preferably on One-Rite system. To be trained to operate mini computer. 5 day week, 8:30 to 5, starting salary \$150.

For Appointment Call MR. REDDISH

At 252-4156

EXPERIENCED OPERATOR

For Phillips P320 mini computer in new head office situated 33 City Centre Dr. Mississauga. Applicant to combine machine operation with general typing, clerical & administration duties.

Please Call MRS. E. COLEY

276-6347

For Information

DATA ENTRY OPERATOR

EXPERIENCED IBM 3741 keypunch operator required for manufacturing company in Etobicoke.

Call

JERRY SIMAN

252-6231

John Forsyth Co. Ltd.

SECRETARY RECEPTIONIST

Person Friday, accurate typing, good English, dictaphone, light bookkeeping, personality, be part of management for marketing agency of brand name products. Start immediately, \$200 per week.

Deflecto Products Ltd.
Rexdale 675-1135

MAIL CLERK

Required for a company located in the Kipling-Lakeshore Road area. Applicants must be able to type and have tele. and mail room experience. Switchboard relief would be an asset. We offer a good salary with a full range of company paid benefits.

REPLY IN CONFIDENCE TO BOX LL
c/o The Etobicoke Guardian
2980 Lakeshore Blvd. W. Toronto, M8V 1K1