

515 Office Help

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Clerical & Secretarial

SECRETARY \$195
Good typing & dicta for this interesting position working for 4 individuals in Mississauga West.

BOOKKEEPER/SECRETARY \$200++
Books to trial balance, A/P, A/R, credit & collections, manual payroll on One Rite system. Bank and account reconciliations, good typing, pleasant telephone manner for this varied position at Dixie & 401.

PERMANENT PT TYPIST \$4.75+ per hr.
Good typist for letters & invoices with a pleasant telephone manner for this 5-day per week position. Hours 10 to 3. Weston area.

PERSONNEL SECRETARY \$250
Solid background in personnel administration with good typing, dicta, shorthand an asset for progressive Malton firm.

ACCOUNTING CLERK \$165
Manual payroll clerk with A/R and collection experience for Weston area.

BOOKKEEPER/ACCOUNTANT \$230+
Rexdale firm requires Bookkeeper/Accountant with some payroll experience & who is in a registered programme.

CLERK TYPIST \$190
Purchasing department of Brampton firm requires good typist with aptitude for figures.

MARKETING SECRETARY \$190+
Good typist, dicta, word processing experience and a grade 12 graduate required for this varied position, working in marketing area of Mississauga & 401 firm.

LEAD SHIPPER \$OPEN
Stable well experienced individual for shipping & receiving dept. of progressive Malton firm.

459-1617

284 QUEEN STREET EAST, SUITE 101
BRAMPTON L5V 1C2

Technical & Accounting

PLANT MANAGER \$ open
Person with solid manufacturing background required to complete technical part of this management team. Medium size company, well established in their field.

PROGRAMMER \$24,000
Honeywell shop requires senior programmer with Cobol.

SENIOR BUYER \$18,000
Person experienced in steel required by major manufacturer.

INDUSTRIAL ENGINEER \$18,500
Metal fabricator requires person for time study, sales quotations, some quality control, and other projects for plant manager.

COST MANAGER \$20,000
Manufacturer requires individual well experienced in costing, to supervise all costing and staff of five.

MAINTENANCE MECHANIC \$7.83 per hr.
Journeyman Mechanic required by Brampton manufacturer.

INSIDE SALES \$14,000
If you have some office experience and a desire to move into outside sales, you should call about this position.

ACCOUNTANT to \$18,000
Second or third year RIA or CGA student with well-rounded accounting background, budgets, financial analysis, statements with supervisory ability.

RESEARCH MANAGER to \$35,000
With engineering or equivalent degree and a background in Medical Radiographics or related fields.

ORDER DESK \$12,000
With major industrial rubber products distributor, warehouse, inventory or order desk experience, promotion to outside sales.

459-1617

cameo careers

PERSONNEL/SECRETARY TO DIRECTOR Up to \$16,000.
Major part of job is related clerical, reports, analysis, summaries, job descriptions, etc.

PUBLIC AFFAIRS/SECRETARY TO DIRECTOR \$13,000.
Interesting position dealing with Donation Fund allocation which requires a lot of detail.

INSURANCE/SECRETARY TO DEPARTMENT HEAD \$13,000.
Figure oriented person with good phone presence best suited. Rusty shorthand will do.

MARKETING/SECRETARY TO DIRECTOR \$13,000.
Dynamic position requires an administrative flair, good shorthand, and a marketing background.

SECRETARY-FRIDAY/NEW COMPANY \$12,000.
Set up office. No accounts. Benefits, plus 4 weeks holiday first year.

ORDER DESK/2/FRENCH AN ASSET \$12,500.
Pricing, extending, some typing. New offices.

MARKETING/SECRETARY TO MANAGER \$11,000.
New division of established company. 3 month review.

CUSTOMER SERVICE/ORDER DESK/TYPIST \$10,000.
Will train on computer. Complete benefits.

SALES/DICTA SECRETARY TO MANAGER \$10,800.
Busy office. Variety includes telex, figures.

PART TIME TYPIST/RECEPTIONIST \$4. hrly.
Hours 8:30 - 12:30. Benefits include dental.

PART TIME KEYPUNCH/3740 \$6.25 hrly.
Minimum 2 yrs. experience. Hours 4:10 - 8:10 p.m.

ALSO

WAREHOUSE MANAGER - Experienced manager needed preferably with a printing/lithographic company background to set up procedures including inventory system with new company. Good grooming important. Salary in the \$17,000 range.

ALSO, A Warehouse Assistant to the manager. Must be experienced with good appearance. Salary in the \$13,000 range.

247-7477 270-8888

DATA TERMINAL OPERATORS

We require for our distribution centre, data terminal operators. The candidates must have basic typing skills and some related experience. Shift work involved - a permanent shift could be made available. Apply in person, between 9 a.m. and 12:30 p.m. and 1:15 p.m. to 4 p.m.

The Personnel Office
Consumers Distributing Co. Ltd.
6700 Northwest Drive
Mississauga, Ontario

Sue Taylor Personnel

SECRETARY \$215
Work for Distribution Manager in this well-known firm located in Rexdale. Lots of variety offered here for individual with 2 years plus secretarial background, shorthand preferred. Good company benefits.

DICTA SECRETARY \$210
Company in Burnhamthorpe/27 area requires dicta secretary for their product manager and sales manager. Variety plus offered here for a "pitch-in" type with a good secretarial background. Terrific environment, excellent benefits plus dental.

SENIOR ACCOUNTS PAYABLE \$190
Work on computerized system for large north Rexdale firm. Lovely offices, all paid company benefits include dental.

FRIDAY TYPIST \$185+ +
Work in busy Marketing Department in lovely offices of firm located in Northwest area. Must be able to work on own initiative and enjoy a variety of duties. Must have excellent typing skills, good benefits.

RECEPTION/TYPIST \$185
Work in lovely office of Rexdale firm on busy console switchboard. Must have excellent telephone manner and sharp appearance. Good benefits.

ORDER DESK \$180+
Work on busy order desk in congenial office located in Rexdale. Must have excellent telephone manner along with 50 W.P.M. typing. Fully paid company benefits include dental.

247-8608

SECRETARY

Opening available for a secretary to work in branch sales office of major food company. Accurate typing and pleasant telephone manner. Shorthand an asset. Good starting salary. Evans & Kipling area.

252-6431

SALES/OPERATIONS

ECONOMY RENT-A-CAR OF CANADA

Requires staff to operate agency near Airport. Responsibilities include front desk sales, clerical and bookkeeping duties. Office or customer service experience an asset, but not essential. Full training is provided. Salary commensurate with ability. Please send resume to:

ECONOMY RENT-A-CAR
1106 HUNTLEY COURT
OAKVILLE, ONT. L6H 3B7

**RECEPTIONIST TYPIST
Kipling & Evans**

Office experience. Typing speed 50 wpm. pleasant manner.

251-5221

DATA PROCESSING OPERATOR

We have an immediate requirement for a mini computer operator. No experience necessary, we will train the right person. Individual selected must be able to work with minimum of supervision on shift work and weekends. Excellent opportunity for advancement into computer operation. Above average working conditions and company benefits.

Call 255-7334

No agencies please

COMPUTER OPERATOR

A rapidly expanding computer service bureau requires an experienced computer operator. Successful candidate must have at least one year experience on any medium sized installation. Shift work and weekends, full range of company benefits.

Call 255-7334

No agencies please

SECRETARY

- ARE YOU A SELF-STARTER
- HAVE YOU AN OUTGOING PERSONALITY?
- DO YOU POSSESS GOOD SECRETARIAL SKILLS?

If you can answer yes to all of these questions, we are interested in seeing you

Our immediate opening will provide you with the opportunity to utilize your secretarial and organizational skills to the fullest. The suitable candidate will participate in co-ordination of advertising, promotion and public relations projects.

We offer company paid benefits, competitive salaries and congenial working environment.

Interested applicants please call

PERSONNEL SUPERVISOR

624-5354

Panasonic

5770 AMBLER DR., MISSISSAUGA

INVENTORY CONTROL

We are an importer and exporter of machinery and automotive instruments. Expanding volumes have created an increased awareness of our needs for an above average person in this control area.

Applicants must have:

- Analytical ability
- Interest in preparing for eventual computerization of system
- Kardex exposure

Must be a shirt-sleeved self-starter. Community college courses in inventory management or systems a definite asset.

A competitive salary will be offered to the selected candidate.

PLEASE PHONE:
MR. H. DUMSDAY

252-5241

H. RUHL MACHINERY CO. LTD.
30 QUEEN ELIZABETH BLVD.
TORONTO, ONT.

DENTAL RECEPTIONIST

Required for west end office. Good pay and working conditions. Experience necessary. References required.

621-2101

BOOKKEEPER

Experienced mature person for bookkeeping to and including trial balance and general office work. Three days weekly, 9 to 4:30.

Call 741-5003

COSTING CLERK

Etobicoke manufacturing firm requires bright individual with good accounting background for busy costing department. Directly related experience preferred. Excellent benefits.

CALL JAN WADE

743-6255
Ext. 17

RECEPTIONIST

3 week assignment starting October 9. Front desk position. Meet public, handle small PBX board, plus some copy typing, near Martingrove & Dixon. Great rate of pay.

Call Al Burke
239-2716



1243 ISLINGTON AVE
SUITE 611

SECRETARY - PERSON FRIDAY

Required for travel company at Bloor/Islington, opp subway. Audio and good admin skill.

CALL LION WORLD

231-7216

Loan Officers

to \$17,000

Career opportunities with a major financial group. Bank, Trust, finance, consumer loan experience.

Call Ron Abel

459-1617

ARMOR PERSONNEL
284 Queen St. E., Suite 101
Brampton

PART TIME BOOKKEEPER

Accounts payable and receivable experience necessary. Duties include reconciliations and accounting up to unadjusted trial balance. Hours negotiable. Apply:

D. Armstrong
Moving & Storage
415 Kipling Avenue

(AT EVANS)

252-7141

CARDEX CLERK
Wanted
678-1750