

515 Office Help

**Office Assistant**

Office relocation requires the addition of a versatile, energetic and co-operative individual willing to take on a variety of duties. Set up office systems and procedures and assist manager.

Accurate typing, general office and statistical work as well as good language skills are necessary for this interesting position. Experience required.

RETA DUHAN

277-3131



ESB CANADA LTD.

2301 DIXIE RD.  
(at The Queensway)**GLAXO CANADA LIMITED**

ISLINGTON &amp; QUEENSWAY

Requires

We seek a congenial self-starter with minimum of 2 years office experience and 50 wpm typing. Pleasant telephone manner and organization ability essential. Successful candidate will be a motivated individual seeking further scope and variety in a team atmosphere.

Please call:

PERSONNEL MANAGER

GLAXO CANADA LIMITED  
252-2281 Ext. 52**CLERK TYPIST**

Required by purchasing dept. of major building materials company in the Cloverdale Mall area. Duties will include typing of purchase orders, filing, and related work. Applicants should have previous office experience. Our company offers excellent starting salary and a congenial working environment in a modern office.

For an interview contact

MR. BILL BOGLE

236-1851

**Sales Order Clerk**

PERMANENT PART TIME

Mornings 8:30 'til 12 noon Monday to Friday. Good telephone personality. Send resume to

BRIAN KIRKWOOD

CAMPBELL SOUP CO.

4214 Dundas St. West, Toronto M8X 1Y6

**BOOKKEEPER**

INTERMEDIATE

Congenial mature individual to handle full set of books and a variety of other duties. Two years experience essential. Modern, air conditioned offices with parking located in Mississauga.

Reply to: Box "C", c/o The Mississauga Times Classified Advertising Department, 2980 Lakeshore Blvd. West, Toronto M8V 1K1

**BOOKKEEPER**

Well established company in Rexdale requires mature, person experienced through to trial balance for bookkeeping and payroll for approximately 30. McBee system. Good benefits and working conditions.

743-6147

**CLERK TYPIST**

Charter aircraft company seeks experienced Clerk Typist. Airport/Derry Rd. area.

Call Miss Meredith

671-2702

515 Office Help

**INVOICE TYPIST**

Required for medium size manufacturing firm. Figure orientation essential and fast, accurate typing required.

APPLY IN PERSON

Danfoss Manufacturing  
Co. Ltd.

1230 Lakeshore Rd. East, Mississauga

274-2311

MR. N. KIECKHOFFER

**SWITCHBOARD/TYPIST**

We have two positions available that provide excellent opportunities for both a junior Secretary and a Clerk Typist with pleasant personality and telephone manner.

Responsibilities include answering telephones, clerical and secretarial duties.

Applicants must have a high school education or equivalent, 50-60 wpm typing and 1 year office experience.

Good initial salary and excellent employee benefits.

Send confidential resume or apply to:

Mrs. Pat Carson

GABRIEL OF CANADA

3600 Lakeshore Blvd. West,  
Toronto M8W 1N8

252-5111 Ext. 188

**MARKETING/SALES SECRETARY**

Leading consumer packaged goods company near the Airport seeks an experienced individual to handle secretarial duties of the Marketing and Sales Departments.

Must be a good typist, be detail oriented and have aptitude for figures. Should be imaginative and outgoing.

An attractive salary and excellent fringe benefit package are offered.

Qualified applicants please phone for interview.

MRS. HUDSON

678-2051

**Computer Operator**

We have an immediate opening for a Computer Operator. Successful candidate must have leadership ability and require minimum of supervision. Must have at least 1 years experience preferably on Honeywell GCOS. Full range of company benefits.

Phone 255-7334

NO AGENCIES

**SECRETARY**

Mature. Good typist. Knowledge of telex and shorthand preferred. Telephone experience essential for small grocery sales office. Permanent position, hours 8:30 to 4:30. Location: Dundas/Prince Edward. References required. Salary commensurate with experience.

Telephone 239-1130

**Switchboard Receptionist**

Required for well established roofing company. Hours are 7:30 a.m. to 3:30 p.m. Also included in duties are filing, and typing. Please send resume to:

BOX "F"

c/o The Etobicoke Guardian  
Classified Advertising Department

2980 LAKESHORE BLVD. WEST, TORONTO M8V 1K1

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**EXECUTIVE SECRETARY TEMPORARY**

Our company requires an executive secretary for a 3 month period, top skills, and flexibility are needed to assist the president and vice-presidents, Marketing/Finance whilst our current employee takes maternity leave. If you can provide good references, possess common sense, would like to work in a friendly atmosphere, and be well compensated, please contact:

MRS. SMITH

Hydron Canada Limited

Suite 505, 555 Burnhamthorpe, Etobicoke

622-7450

520 Sales Help

520 Sales Help

REALTOR

Royal Trust

THE SIGN THAT SELLS

Your future in Real Estate looks best at Royal Trust.

Royal Trust Corporation of Canada is the largest home realtor in the greater Metro area. And we're still expanding.

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You'll also gain from our comprehensive career development programs, which offer opportunities to step into management, and our outstanding company benefits such as a dental plan and preferential staff mortgage rates.

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Rick Lea  
Personnel Officer  
Royal Trust Corporation of Canada  
(416) 867-2398

Royal Trust. Your first name in real estate.

**INDUSTRIAL SALES CAREER OPPORTUNITY**

We are a leading supplier of fastening systems to the construction industry and we have a challenging opening for a professional sales representative for our Brampton territory.

To make the most of this unique position you should have a minimum of 1 year's proven sales experience along with strong interpersonal skills and an inner strength that tolerates urgency and deadlines.

We offer an excellent starting salary plus commission, along with a full range of benefits but best of all a chance to grow and develop with the kind of training that we will give you, an enviable reputation in your field.

If you feel you have the above qualifications and would like to explore this opportunity further, please call

MR. CHARLES RUSSELL

453-8943

ON JUNE 14, 1979 OR SEND RESUME TO

Hilti Canada Limited

99 Glidden Rd., Bramalea L6T 2J2

**2 Inside Sales Persons**

Wanted by national building materials distributor (wood-products). 2 years experience in building materials or related industry required. Salary commensurate with experience. West end location.

For interview call

MR. KEN PROKOPEC

236-1851

619 Woman's Column

For All Brides To Be call

HURLEY'S WEDDING INVITATIONS

252-6315 or 239-6977

ELECTROLYSIS Permanent Hair Removal by qualified electrologist. Be feminine! Unwanted hair removed permanently, professionally and safely. Medically approved. Mon 6:30 p.m.-9:30 p.m., Tues. 8 a.m.-9:30 p.m., Wed. 6:30 p.m.-9:30 p.m. By Appt. only 255-8475 Shirley Anne.

620 Personals

CARD &amp; PALM &amp; TEACUP

By Professional Psychic readers in our Futura Room. For appointment call 278-5670 Earle & Martie, 261 Lakeshore Road E., Port Credit.

MRS. YOUNG CARD &amp; PALM READER

& Advisor on all problems of life, marriage, health, etc. Open daily, 9 a.m. to 9 p.m. 534-2942.

JOIN an international experience! Host one or two students from Japan, Mexico, Italy, France during 3 weeks in July or August? We need your help to make their stay worthwhile — expenses covered. Canadian Summer Language School. 924-4935.

SINGLE'S Dance. Mark Twain Showboat, Sundays 7:30 to 11 p.m. Follow Hwy. 10 south to waterfront 278-2244.

BRAMALEA area, card reading by appointment, call Dolly, 791-4160.

ERINDALE Lions Little League Baseball Association, \$1,000 cash draw of May 21st — Winning number 00880 Held by M. Minnoch.

ENLIGHTENMENT. Professional Psychic Consultations, private or parties. Unique "Sand of Life" readings. Confidential advice. 267-8663.

ECKANAR a way of life, introductory talk, Mon. June 18th, 8 p.m. Richview Library, Islington and Summit Crest, Etobicoke.

SHAW Festival tickets for Saturday afternoon, June 23. Phone Thursday, June 14th. 247-0976 after 5.

ST. Joseph's-Michael Power Dads Club honors ticket #2321, Thomas J. Smith.

PREGNANT? Need help? Let's talk it over. Call Birthright, 277-4353.

621 Business Personals

**DRIVERS**

If you have the experience and are having trouble getting your class "A" or "D" license, we will supply vehicle and licensed driver and arrange test with MTC. Apply in person: 125A - 27th Street, Etobicoke, Monday-Friday, 9 a.m.-5 p.m.

FREELANCE bookkeeper will do complete set of books as required. Hourly, daily or otherwise. 621-2946 evenings.

DISC jockey (disco music) available for clubs, taverns, etc. Weekends. Call Keith, 622-8292.

MAGICIAN — For magic moments at your party. Call Kyle Nape, children and adult parties. Telephone 231-9655.

DISC Jockey for all occasions, best variety of music. Call Les, 822-2421 or 633-7852.

DO Something New. Phone Rendezvous Dating Ltd. (453-1661) 11 a.m. to 9 p.m.

BIKE repairs, professionally done, pick up and delivery available. For estimates and pick up arrangements phone 239-5318.

FLOWER arrangements, weddings and special occasions, made to order, fresh flowers, very reasonable, references. 279-8781.

630 Lost &amp; Found

LOST — budgie, green, Dixie & Lakeshore area. Reward. 278-2676.