

515 Office Help

### West End Opportunities

**BOOKKEEPING MACHINE OPERATOR.** \$190. Use your special talents in bookkeeping machine operation and be trained in computerized payroll.  
**TYPIST** \$220. Opportunity to train in the marketing area as Secretary and enjoy a great future.  
**SECRETARY.** \$225. Run the show in this variety position and enjoy a friendly, pitch-in office atmosphere. Company is centrally located.  
**A/R & COLLECTIONS.** \$200. Career-minded? Here is your chance for responsibility, involvement and lots of people contact.  
**SECRETARY.** \$200+. Responsibility and challenge can be yours as you assist the V-P of Finance. Excellent growth.  
**PEOPLE CONTACT.** \$250+. A great future is yours as Personnel Secretary for this leading manufacturing company. Top benefits.  
**ACCOUNTING FUTURE.** \$210+. Your computerized accounting exposure will open the door to success as you handle accounts receivable.

More positions available. No appointment necessary or call:

1243 Islington/At Subway 1735 Kipling/At Dixon  
239-7381 247-8287

Evening appointments arranged  
Temporary positions available



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### We.3 Personnel Ltd.

**CLERK TYPIST** ..... \$200  
 Customs documents and clearance. Recent B.A. grad. Sales atmosphere. Good benefits.  
**SALES SECRETARY** ..... \$230  
 Dicta, excellent typing skills for 2 executives. Flexible self-starter. Good benefits.  
**TEMP. EXECUTIVE SECRETARY** ..... Top \$5  
 Good shorthand and typing skills. 3 weeks in August.  
**ADMINISTRATIVE SECRETARY** ..... \$230-\$250  
 Assistant to General Sales Manager. Good dicta and typing. Variety of duties. Excellent benefits.

For these and other permanent or temporary positions call

Cloverdale Mall 231-1551 Mississauga 274-6688

### Sue Taylor Personnel

#### CLERK TYPIST \$180+

1 year + experience to work in busy Credit Department of large Rexdale firm. Company will train on switchboard and telex relief. Excellent fringe company benefits include dental plan.

247-8608

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### ORDER DESK CLERK

Mississauga manufacturer located near Airport requires Order Desk Clerk to handle telephone sales and invoicing.

CALL PAUL DOUBILET  
677-8030

### CONTROL CLERKS

We require for our distribution Centre responsible persons for handling strips for our merchandise. Applicants should have some clerical experience and be able to use calculator. Will train suitable applicants.

Must be able to work rotating shifts

Apply in person between 9 a.m. & 8:30 p.m. to

THE PERSONNEL OFFICE

Consumers Distributing  
Company Limited

6700 Northwest Dr., Mississauga

Rexdale firm requires:

#### ACCOUNTING CLERK

Varied duties in Accounting Department including relief switchboard and mail room functions.

TELEPHONE MR. FORREST  
743-6351

#### CLERK TYPIST

We require at our Service Centre, Brampton, a person with clerical experience, accurate typing skills (figure work involved) and an aptitude for figures for costing purposes.

PLEASE CALL:

455-8276

OR APPLY AT

286 Rutherford Rd., Brampton

Between the hours of 9 a.m. & 3 p.m.

#### Warranty Clerk

FEMALE/MALE

Experienced warranty clerk required for heavy duty truck dealership. Two - three years experience in automotive warranty preferred. Will consider less experience for other qualifications. Contact:

Service Manager  
MR. FRANK VAN BRUINSEN

FREIGHTLINER TRUCK CENTRE  
(TORONTO) LTD.

179 North Queen Street, Etobicoke

622-8270

#### JUNIOR ACCOUNTANT/BOOKKEEPER

A position is available immediately for an industrious person who can assist the Accountant in day-to-day accounting tasks including collection of accounts receivable, reconciliations, analysis, etc.

We require a well organized person who is able to type. Must have good communication skills and a minimum of 2 years accounting/bookkeeping experience.

We offer a competitive salary and a comprehensive benefit package including a dental and a drug plan.

Location: 401 and Dixie.

Cromach Equipment Corp.  
678-7180

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#### CLERK TYPIST

Required immediately for a 6-month assignment. Experienced in accounts receivable and able to use Burroughs L8000 billing machine preferred. Please call 231-6523. Manpower Temporary Services.

#### PERSONNEL ASSISTANT

To \$13,500

Definite career advancement, definite growth potential for a mature and self-confident individual with a flair for organization and a sense of responsibility. This international prestigious company is located in the Rexdale area. This would be a fun yet challenging position for someone who has always wanted to get involved in personnel. Minimum 2 years of office experience, typing of 65 wpm and rusty shorthand is essential. 100% benefits plus all the rewards that would go with being in personnel. Call Carol McFarlane

863-1800

keith bagg  
personnel  
limited

#### STUDENTS

WEST END

Lots of jobs still available for August. 50 wpm minimum.

CALL LIZ  
236-1036

Tosi

#### TYPISTS \$

ETOBICOKE

Manufacturing firm offers 3-week vacation fill-in person with 60 wpm. Immediate.

ISLINGTON

Wholesale beauty supplier requires general accounting person for 2 weeks (45 wpm) a.s.a.p.

REXDALE

Super client requires a Copy Typist and Dicta Typist to start August 5 through to September assisting in Personnel Office.

CALL LIZ  
236-1036

TOSI

#### PART TIME RECEPTIONIST

Mature person with good telephone manner and typing skills to work for active real estate office 3 evenings weekly. For details call.

Monica Donaldson

270-8270

FAMILY TRUST CORPORATION

### cameo careers

TEMPORARY PEOPLE URGENTLY REQUIRED, especially those who are experienced Secretaries, Typists, Switchboard Operators, Accounting Clerks, Telex Operators and Word Processors.

**EXECUTIVE SECRETARIES.** 3 positions available in a corporate office environment where emphasis is on grooming and professional manner. Salaries range from \$245-\$300 with complete benefits. If interested in a Financial, Legal or Personnel position, call for more information.

**BILINGUAL SECRETARY (French).** Small congenial office that allows you take charge. Plenty of variety with minimum accounting. Flexible hours, 8:30 to 4:30 or 9 to 5, complete benefits. Salary up to \$240. East Mall.

**BILINGUAL SECRETARY/RECEPTIONIST.** Correspondence, telex, credit collections, reconciling, bank deposits makes this an interesting variety position. Salary up to \$235. Rexdale.

**ACCOUNTS PAYABLE.** Person experienced on manual system willing to do collections with some typing. Starting salary up to \$200 + benefits. East Mall.

**BILINGUAL ORDER DESK PERSON (French).** To work for power transmission company. Call for more details if you have this experience. Salary \$18,000+.

270-8888 • 247-7477

### SWITCHBOARD OPERATOR REQUIRED

We are currently seeking an experienced switchboard operator for our Queensway location. The ideal candidate will be familiar with the operation of a 2 position cord board, and will have a pleasant telephone manner.

We offer a competitive starting salary along with a regular review program and an excellent benefit package. Interested persons should contact:

Employment Department  
**Oshawa** The Oshawa Group  
144 Park Lawn Road  
Toronto, Ontario M8Y 3H8  
259-6812

### GENERAL OFFICE HELP

Required immediately, person for general office and mail duties.

259-5088

### ORDER DESK

Mature order desk person required for manufacturing company in the Rexdale area.

Must be experienced in receiving and processing orders for computer entry and all related order desk duties. Pleasant telephone manner and some typing required.

Excellent starting salary and company paid benefits. For interview, call:

#### ACMETRACK LIMITED

290 Carlingview Drive  
Rexdale, Ontario.

MR. J. MACK  
675-7680

#### Switchboard Operator Receptionist

Work close to home under ideal conditions with congenial people in a medium sized office of growing group of retailing companies. For details, call:

MR. GOUDGE  
THE CORK GROUP  
259-7861

### GENERAL CLERK

Lakeshore west manufacturer requires a conscientious individual for order entry and sales batching for computer input.

If interested please call:

WENDY SMITH



NEPTUNE METERS LTD.  
3526 LAKESHORE BLVD. WEST  
TORONTO M8W 1N7

259-5322



Boyle-Midway CANADA LTD. LTD.

### PAYROLL CLERK

Part Time  
QUEENSWAY-KIPLING

Hourly Payroll Clerk required to work 3 days per week on a McBee System. Some experience preferred. This is a permanent position in an expanding department.

For interview appointment  
Call between 9 a.m.-4 p.m.

PERSONNEL  
255-9163