

510 Secretarial & Clerical

**NIELSEN-IAMARINO PERSONNEL**

SUITE 702 - ISLINGTON CENTRE  
56 ABERFOYLE CRES.  
JUST ACROSS FROM BLOOR-ISLINGTON SUBWAY

Queensway - Islington - Mississauga - Malton -  
Rexdale - Weston - Downtown

CALL ANN IAMARINO 239-3964

\$165-\$180. SR. ACCOUNTS PAYABLE CLERK. Interesting position with lots of variety. Some supervisory experience an asset. Queensway.

\$180+. STENO DICTA FRIDAY to work for accounting dept. of well established Queensway firm.

\$150+. TYPIST for very pleasant sales office close to Lakeshore.

\$140 TYPIST. Ideal position for Person who just loves typing. Some previous experience preferred. Queensway.

\$175+. TYPIST FRIDAY with a flair for figures. Weston office offers unusual opportunity to promotable type Person.

\$130-\$150. KEYPUNCH OPERATOR with IBM 120 experience. Queensway.

\$150+. ORDER DESK TYPIST. Queensway firm moving to Derry Rd. area.

\$175. TYPIST FRIDAY. Excellent Queensway firm moving to Airport area.

\$175. TYPIST FRIDAY. Mature Person to be trained as assistant to supervisor. Queensway.

\$150-\$175 TYPIST SECRETARY RECEPTIONIST. Fast growing Queensway firm moving to Derry Road area offers unlimited opportunity to Person with pleasant, outgoing personality.

\$130+. ORDER DESK CLERK TYPIST. With some previous experience. Queensway.

\$140+. PAYROLL CLERK. Excellent opportunity for mature type Person familiar with computer input. Rexdale.

\$130. CLERK with flair for figures. Some previous costing experience an asset. Queensway.

MANY OTHER POSITIONS AVAILABLE BUT NOT LISTED

**RECORD CLERK**

We have a job vacancy in our Sales Division for a Record Clerk.

Duties involve telephone contact with Customers, sort and code orders for data entry, typing and minimum shorthand skills are necessary.

For an appointment  
PLEASE TELEPHONE MISS J.P. MARTIN

677-0950 Local 322  
**AMERICAN CAN OF CANADA LIMITED**

**OFFICE ASSISTANT**

Expansion creates requirement for an able Office Assistant with interest in Accounting functions.

Some timekeeping - accounts reconciliation in ledgers - checking sales orders - filing.

Individual selected should be able to type and use adding machines, and will be trained as a stand-by operator on mini-computer.

Mr. Mercado  
**SWECO CANADA, LTD.**  
KIPLING-QUEENSWAY AREA

255-2931

**MAJOR RECORD COMPANY**

Requires responsible Person with an outgoing personality and able to work without supervision. Applicant must possess pleasant telephone manner and general office experience including telex.

PLEASE CONTACT FOR INTERVIEW

**JACKI HEDGE COE 252-5426**  
**POLYDOR LTD.**  
2264 LAKESHORE BLVD. W.  
(Lakeshore & Parklawn)

**Queensway-Royal York Rd.**

Young, aggressive Retail Chain requires the following personnel to fill positions available due to re-location of their Head Office:

**ACCOUNTS RECEIVABLE**

Retail chain experience a definite asset as well as some experience with a data processing system. Good clerical skills a must.

**ACCOUNTS PAYABLE**

Experienced in this area as well as clerical ability a must. Some typing skills would be a definite asset.

FOR APPOINTMENT CALL

223-7786

**INVENTORY CONTROL CLERK (EXPEDITER)**

West end Manufacturing firm requires aggressive individual with experience to assist in establishing and maintaining an inventory control and purchasing program.

FORWARD WRITTEN RESUME TO:

**STANLEY TAYMOUTH LTD.**  
42 QUEEN ELIZABETH BLVD.  
Toronto Ontario M8Z 1M2

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**DICTA TYPIST/CLERK**

Applicant should have 2 skills:

(a). Must have first class typing skills for both dictaphone and handwritten correspondence, quotations, and other routine office typing.

(b). Should have prior experience in handling any 2 of the following journals on a 1-Rite System:

- 1- Payroll
- 2- Cash disbursement
- 3- Sales Journal with related A/R Ledger
- 4- Voucher Register with related A/P Ledger

Applicant should be a mature person, have Grade 12 education, with legible handwriting and error free in figures, versatile in the many duties of smaller offices, and willing to take on new duties when asked to. Not needed are shorthand, nor ability to post journals to ledger.

Office consists of 1 Manager and 2 ladies. Our busy Manufacturing Firm located in Kipling-Horner area, but plans to move into larger premises, so own transportation an asset.

CALL FOR DAY OR EVENING APPOINTMENT  
**Energy Conservation Ltd.**  
MR. GIL HEBERT  
255-7348

**PERMANENT PART TIME**

Person to work in the Computer Room of an International Company located in Malton area, 5 p.m. to 10 p.m.

CONTACT MRS. THORPE  
677-7951

**MATERIAL CONTROL CLERK**

Required to post and maintain material control records and perform related typing assignments. An aptitude for figures and legible writing 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.

**I-T-E INDUSTRIES LTD.**  
Requires  
**Senior Typist**

A vacancy exists in our Mississauga Plant for a Senior Dicta Typist in the Customer Service/Office Services area.

Candidate should have good typing skills and the ability to supervise and organize the Office Services Group. Will act as Typist to the Manager of the Department.

The Company offers attractive starting salary, comprehensive fringe benefits and convenient location to public transportation.

FOR APPOINTMENT CONTACT  
A. R. Brewer, Employment Supervisor  
279-1520  
2401 DIXIE RD., MISSISSAUGA

**Oakville Manufacturer**

Requires bookkeeping clerk, typing essential. Call for an appointment.

842-1631

**COME GROW WITH US**  
**SWITCHBOARD OPERATOR**

Efficient Operator familiar with International communications and 930 PBX console procedures.

Excellent starting rate and a wide range of Company benefits.

PLEASE PHONE 675-1411  
PERSONNEL ADMINISTRATOR

**GARRET** Garrett Manufacturing Limited  
255 Attwell Dr.,  
Rexdale, Ont. M9W 5B8

**SALES ORDER CLERK**

Food Manufacturer in Castlefield - Caledonia area requires a mature individual for sales order desk.

For Appointment Please Call  
MISS GUNN 787-1481

ARE YOU LOOKING FOR  
**A CHANCE TO HELP US**

Open up a new office in the East Mall area. 1-person office, varied responsibilities, pleasant personality and telephone manner.

Please call 233-3261

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**National Trust SINCE 1898**

**TELLERS**

REQUIRED

**TELLER - WESTON BRANCH**  
PHONE 249-7215

**PART TIME TELLER**  
(CLOVERDALE MALL BRANCH)  
PHONE 239-4388

PLEASE CONTACT THE MANAGER FOR FURTHER INFORMATION

**Keypunch Operator**  
**Evening Shift**

Due to continued expansion in our Data Processing Department we require a Keypunch Operator with 2-3 years experience to work the evening shift from 6 p.m. to midnight. The successful applicant will be familiar with Univac 1701 and 1710 or related IBM equipment. Candidates must be able to provide own transportation.

This is considered a full time position and offers full Company benefits.

Candidates may apply in person or call:

**CARLTON CARDS LTD.**  
1460 The Queensway  
255-6431

**Clerk Typist**

Required for busy Service Department. Accurate typing a must. Variety of duties, previous warranty claim experience an asset. Excellent Company benefits. Albion & Hwy. 27 area.

FOR INTERVIEW CALL MRS. ANDERSON  
677-4974

**SECRETARY**

Progressive Etobicoke Manufacturing Company located at Queensway and Parklawn area requires Secretary. Good shorthand, typing and dictaphone experience.

FOR APPOINTMENT  
CALL 252-6383

**IP IDEAL PERSONNEL**

**BILINGUAL SECRETARY (GERMAN) \$5 OPEN**  
Prestige position. Shorthand. Handle all business and personal secretarial duties for President of large Company. Streetsville.

**SR. STENO \$180+**  
Work mainly for the Acctg. Dept. Form letters, fin. financial statements. Shorthand for VP's letters. Kipling-Queensway.

**SHORTHAND SECRETARY \$165+**  
Executive Sales Administrator requires a congenial "work on your own" type Person. Good Company. Dixie-Eglington.

**TYPIST \$150**  
Congenial Sales Dept. of Mfg. firm needs you to handle their various typing jobs. Letters, quotes, reports. Lakeshore-Kipling.

**RECEPTION/TYPIST \$140 +**  
Conversational French a definite asset. Small, friendly office. Good typing for letters. Dixie-Eglington.

**BURROUGHS OPERATOR \$140 +**  
For A/R posting, aging, statements. Small, friendly office. Excellent hours. Dixie-Dundas.

**ACCOUNTS RECEIVABLES \$150**  
Manual 1 - Rite system. Postings, reconciliations. Typing for statements only. Excellent Company. Airport Rd. near Cara Inn.

**CLERK/TYPIST \$150**  
New position. Detail minded Person to maintain Branch files re orders, sales, etc. Accurate typing. Nice People to work with. Airport Rd., south of Derry.

**PURCHASING & EXPEDITING CLERK TYPIST \$150**  
Deal directly with Suppliers when ordering. Type P.O.s, process new Customers, pleasant phone manner. Good working conditions. Airport Rd.-Viscount Rd.

279-8050  
til 9 any evg.  
3130 Dixie Rd. at Dundas

**I-T-E INDUSTRIES LTD.**  
Requires  
**Senior Secretary**

**FOR ACCOUNTING SECTION**

A vacancy exists in our Mississauga Plant for a Senior Accounting Secretary. The position is one that requires good typing skills using dicta and shorthand. A background in Accounting would be beneficial. Candidate would be working for the Divisional Controller.

The Company offers attractive starting salary, comprehensive fringe benefits and convenient location to public transportation.

FOR APPOINTMENT CONTACT  
A. R. Brewer, Employment Supervisor  
279-1520  
2401 DIXIE RD., MISSISSAUGA

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**PERSONNEL WORLD**

**ORDER DESK - Clarkson TO \$170.**  
**ACCOUNTING CLERK - Meadowvale \$140.**  
**SALES SECRETARY - Ho s/h. Dixie Rd. \$150.**  
**ACCOUNTING CLERK - 1-2 yrs. exp. \$140.**  
**STAT. TYPIST - Cooksville \$140.**  
**G/B FRIDAY - days per week \$5 OPEN**

CALL JEAN FENWICK  
3035A Hurontario St.  
275-8888

**CONFIDENTIAL FINANCIAL SECRETARY**

Required for Accounting Office. Excellent working conditions, full range of benefits. Applicant must be career oriented, proficient in secretarial skills and have commercial school knowledge of accounting and office administration.

Reply in writing only to:  
Controller  
**ST. LAWRENCE CEMENT CO.,**  
2391 Lakeshore Road W.,  
Mississauga, Ontario  
L5J 1K1

**MDS FILE CLERK**

Required immediately at MDS Laboratories, Rexdale. Typing would be an asset.

TO APPLY PLEASE CALL  
677-7661 EXT. 242

**KEYPUNCH OPERATORS**  
Part Time & Full Time

West end Service Bureau requires Part Time Operators 2-3 nights per week, minimum of 7 hours each night - Full Time Operators 5 nights a week, 7 hours per night.

REQUIREMENTS: Minimum of 2 years experience with above average speed and accuracy as proven by test on IBM 129.

CALL FOR INTERVIEW  
255-7339

**office overload SR.**

**KEYPUNCH OPERATORS**

Your expertise using one of the following - Mohawk 6401, 3741 or 3742; key edit 50 or 60; 029 - 129 or entrex. Will assist our Clients to meet their deadlines. You will enjoy working in a Professional business atmosphere at a high hourly salary. Start immediately.

NO APPOINTMENT NECESSARY OR CALL

MRS. CAIRNS 249-8409  
KIPLING-DIXON  
MRS. SCOTT 239-1111  
1243 ISLINGTON-BLOOR  
MISSISSAUGA 625-4915  
BRAMPTON 451-4290

**RECEPTION TYPIST \$140+**

Attractive, well groomed Person with a pleasant phone manner and 50 wpm typing plus 1 to 2 years experience required by West end firm. Please call Madeline Dunn, 239-2716.

**Part Time**

Mature person for 1-person office. Pleasant phone personality and typing required. Weston area.

Call after 4 p.m.  
621-9327

**EXPERIENCED DICTA TYPIST \$165+**

With aptitude for figures required for office in convenient West end location.

236-1133  
3313A BLOOR ST. W.

**Dot PERSONNEL SERVICE**

**EXEC. SECRETARY \$175+**

Mature Person with good secretarial skills including shorthand is required by Queensway-Islington firm to work for 2 Senior men handling correspondence, reports, travel arrangements, etc. Lovely offices. Please call Madeline Drumm, 239-2716.

**CLERK TYPIST**

Qualified clerk typist required.

PHONE 625-3890

**MATERIAL COST CLERK**

Bethridge Rd. Experienced Clerk for manufacturer to control costs and prepare reports.

195 Bethridge Rd.  
743-5512

**Legal Secretary**

Full or permanent part time. Royal York-Lawrence office. Community College graduate will be considered.

249-2288

EXPERIENCED

**Medical Receptionist**

Wanted for large clinic in Mississauga area. Calls must be made between 8 a.m. and 4 p.m.

625-1294

**Office Helper**

For 1 man office. Some typing, simple record keeping. No pressure. Dependability - main requirement. Located near Bloor-East Mall corner.

231-3256

**TYPIST**

For general typing and filing, part time, Dixon Rd. & Carlingview.

677-9755

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**\$180 +**

**DICTA SECRETARY**

This busy group would like an energetic person who can set own priorities. Congenial office, accessible by bus. West end location.

WEST-REXDALE ..... 247-7477  
MISSISSAUGA ..... 270-8888  
MALTON ..... 678-7200

**CAMEO CAREERS**

**LEGAL SECRETARY**

Required - apply in writing to:

Pallett & Pallett  
Box 130, Mississauga,  
L5G 4L7  
ATTN: MRS. SMITH

**\$175 +**

**SHORTHAND SECRETARY**

Director of Marketing would find French helpful but not necessary. Executive offices. All benefits. West end location.

WESTONREXDALE ..... 247-7477  
ISLINGTON ..... 231-6561  
MALTON ..... 678-7200

**CAMEO CAREERS**

**LEGAL SECRETARY**

Experienced - Litigation. Kipling and Dixon.

241-3521

**SECRETARIES**

An excellent opportunity in the Kipling-Evans area to work for 2 very congenial People. We guarantee you'll enjoy it - call The Anderson People for an interview in one of our offices near you - 270-7323 anytime.

**\$150. +**

**TYPIST-RECEPTIONIST**

3 openings. All require good typing and experience. All west end location.

ISLINGTON ..... 231-6561  
MALTON ..... 678-7200  
WESTON-REXDALE ..... 247-7477

**CAMEO CAREER**

**ORDER DESK**

Experienced. Good phone manner. Handle all orders by expediting, scheduling deliveries and inventory control. Periodic physical inventory. Potential. Immediate. Streetsville. Salary open. Ideal Personnel 279-8050.

**\$160 +**

**ORDER DESK**

Experienced Person thoroughly familiar with all phases. Computerized system. 2 Person Dept. Nice job, all benefits.

270-8888  
**CAMEO CAREERS**

**520 Sales Help**

**PART-TIME 6:30-10:30 P.M. MEN-WOMEN**

**\$8.50 Per Hr.**

**CAR REQUIRED**

277-1421  
671-1945

**EXTRA \$100.**

Evs. & Saturdays, for pleasant person with car. 789-7287.

**540 Temporary Help**

**SUNDAY AFTERNOON**

In condominium sales office to assist in showing models and providing information to Purchasers.

278-3308

STUDENTS over 14 for delivery in your own area. Salary. 651-5617.