

28. Help Wanted, Female 28. Help Wanted, Female 28. Help Wanted, Female

# Computer - IBM - Key punch Specialized Career Training

**FICH COURSES**

- IBM KEYPUNCH
- COMPUTER PROGRAMMING
- DAY, EVE. & SATURDAY CLASSES COMMENCING JAN. 22nd

**FICH INSTRUCTION**

- EASY TO UNDERSTAND
- THEORY & PRACTICAL TRAINING
- COMMON COMPUTER LANGUAGES FOR
- SYSTEMS 360 IN USE TODAY

**FICH OFFERS:**

- PAYMENT PLANS
- PLACEMENT ASSISTANCE
- REFUND SCHEDULE
- EXTRA TUTORING

CALL TODAY  
**FICH INSTITUTE**  
922-1186  
240 BLOOR ST. W. (AT ST. GEORGE SUBWAY)  
A Few Minutes by GO Train and Subway  
NOTE: ACCOMMODATIONS ARRANGED FOR OUT-OF-TOWN STUDENTS

## UNIQUE OPPORTUNITY

For sales minded lady on a full or part-time basis in exclusive Cosmetic line. No deliveries, no collection. Demonstrate our products. We will train you, plus give you a course in beauty care at our studio free.

Opportunity to get in on the ground floor as an independent representative in your area. Excellent opportunity to earn high income. Phone Mr. Wright today at 787-1864.

## PAYROLL CLERK

Experience with McBee 1-write system an asset. Semi-monthly and weekly payroll. Employee benefits. Clarkson area.

822-3511

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Waco



Sales

## A COMPANY TO GROW WITH

A national leader in phonograph record distribution and part of the world's largest musical organization. Currently we are seeking the following—

### CREDIT SUPERVISOR — Male

This is an exceptional career opportunity for a young man, 22-25, who has 3 or 4 years commercial credit and collections experience. He should be conversant with all facets of accounting as related to the credit function. Some exposure to Data Processing would be helpful. Ability to supervise a small staff is essential.

### CREDIT CLERK — Female

Some credit and/or collection experience is required for this interesting position. Duties will include application of cheques to accounts receivable, processing cheques for bank deposit and various other assignments given by the Credit Manager.

### SECRETARY — Female

Looking for an interesting secretarial position? Here's one! You will report directly to the Chief Accountant and be responsible for all his secretarial needs. Some bookkeeping knowledge and experience in typing financial statements is essential.

FOR FURTHER DETAILS CALL  
Mr. L. M. Field, Personnel Manager  
677-5050

**WACO SALES LIMITED**  
MALTON

## PAYROLL/CLERK

Malton firm requires a payroll clerk with at least two years' experience. Pleasant working conditions and good starting salary.

CALL MRS. SWAN  
259-3785

## PERMA-TIME PLACEMENTS

Evenings and Saturday  
Appointments Available  
NIGHT SCHOOL

May Be The Answer

You can enrol now for training in Typewriting, Shorthand, and Bookkeeping and Accounting.

Individual Progress

## BRAMPTON BUSINESS COLLEGE

21 MAIN STREET S.  
451-3033

## COST CLERK

Rexdale firm requires a woman with some typing for costing and figure work. For more information

CALL MRS. FENWICK  
259-3785

**PERMA-TIME PLACEMENTS**  
Evening and Saturday  
Appointments Available

## WOMAN REQUIRED FOR

- Labelling.
- Wrapping and other finishing work.
- Steady day work.
- Will train.
- Malton area.

CALL MR. ANNIS  
Data Business Forms Ltd.  
677-1490

## Bookkeeper-Stenographer

Girl Friday with short-hand. Able to manage small one-girl office. Dundas-Wharton Way area. Own transportation required. Age 30-45. Excellent salary and benefits.

625-2995  
Evs., 633-1465

CLEANING lady required once a week, Clarkson area. Transportation can be arranged. 822-4250.

EXPERIENCED waitresses for weekends. Night shift. 278-9646.

HOUSEKEEPER full time, live in Applewood Hills area. Feb. 15th, 279-9319.

28. Help Wanted, Female

## KEYPUNCH OPERATOR

Should have a minimum of 2 years' experience on either an IBM 024 Punch or 056 Verifier.

Capitol offers excellent working conditions and an attractive employee benefit program.

This is a permanent position with hours from 9 a.m. to 4.30 p.m. Good starting salary and advancement opportunities.

For further details call  
MR. L. M. FIELD,  
Personnel Manager  
677-5050



CAPITOL RECORDS,  
(CANADA) LTD.  
(Adjacent to Toronto International Airport)

## SECRETARY

Brampton firm has a secretarial position available in the purchasing department. Excellent hours and salary. Retail position available in the purchasing department. Excellent hours and salary.

For more information,  
MRS. SWAN, 259-3785

## PERMA-TIME PLACEMENTS

Evening and Saturday  
Appointments Available

## STENOGRAPHER — COOKSVILLE

Good opportunity for girl who likes to sleep late in the morning. Some shorthand, dictaphone and typing. Hours 12 noon to 7 p.m., 5-day week. Excellent salary. Car necessary. Elite Personnel, 255-8528.

## CAMBRIDGE

## MOTOR HOTEL

## REQUIRES

## CHAMBERMAIDS

APPLY HOUSEKEEPER

249-7671

## C.N.A. or PRACTICAL NURSE

Evening shift. Full time.

The Willows Nursing Home  
277-2863

## CLERK/TYPIST

Cooksville company has an opening for an intelligent and mature woman with approx. 40 wpm. typing. Position involves varied clerical duties and requires a pleasant and sincere personality for contact with the public. For more details

MRS. FENWICK, 259-3785

## PERMA-TIME PLACEMENTS

Evening and Saturday  
Appointments Available

## 31. Employment Wanted

EXPERIENCED IN BINDERY, BUSINESS FORMS, ETC.

APPLY TO BOX 184 THIS NEWSPAPER.

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## EMPLOYERS

Are **DEMANDING**

Top Notch Personnel  
DO YOU QUALIFY?

**Female**  
BOOKKEEPER/SECTY, manage sales office \$410  
EXEC. SECRETARY, well groomed, local \$430  
COMPTOMETER + little clerical sales \$325  
CLERK/TYPIST + tel. exec. position \$300  
SWITCHBOARD/TELEX, varied duties \$280  
ACCTS. PAYABLE, complete operation \$300  
STOCK CONTROL, aptitude for figures \$260

**Male**  
CHEMICAL ENG., exp. adhesives, plastics \$3,500  
SUPERVISOR production (female staff) \$7,500  
DRAFTSMEN, elec. cont. & instrumentn. Open  
PRODUCTION PLANNER, experienced \$5,200  
MANAGEMENT TRAINEE, high school grad. \$5,000  
SR. CLERK, lead to outside sales \$4,200  
SALES ORDER DESK, little typing \$4,200

And Many More Excellent Positions  
No Fee To Applicant

EVENING APPOINTMENTS BY  
ARRANGEMENT



**Ideal Personnel**

Cooksville  
279-8050

Oakville  
845-3468

Member Of Association Of  
Professional Placement Agencies & Consultants

## BOOKKEEPER-ACCOUNTANT

Required for School Board Office; familiar to accounts payable and payroll procedure to trial balance.

## APPLY

MISSISSAUGA CATHOLIC SCHOOL BOARD  
1364 DUNDAS ST. EAST  
COOKSVILLE  
277-9488

ASK FOR MR. DUNN

## BUYER

## UNIVERSITY OF TORONTO ERINDALE COLLEGE

The University offers an interesting permanent position for a buyer in the Educational field to begin and grow with a small College. Applicants should have previous buying experience or some knowledge of Scientific Equipment and Apparatus, Office Equipment and Supplies and Furniture.

Write in confidence giving resume of personal data, education and experience to:

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215-HURON STREET  
TORONTO 5, ONTARIO

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Free lifetime lubrications on every used Volkswagen

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A Dependable Dealer For 30 Years  
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56 Dodge, accept any reasonable offer, 451-3705 any day 3 to 6 p.m. Must sell.  
59 Ford, woman's car. Best offer. Call 277-4323 after 6 p.m.  
1960 Mercury, radio, P.S., P.S., auto, V8, good tires, 626-3637.  
61 Chev. Biscayne, 6-cylinder, automatic, excellent condition. Call 822-9223.