

39—OFFICE HELP

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40—SALES HELP

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TEMPORARY OPPORTUNITIES

Mature Bilingual French/German

Shorthand Secretary

Needed for quaint west end office.
4 week assignment commencing June 23, 1975

Call
Bev Grant
678-2256



STENOGRAPHER

We have an immediate opening for a person with a minimum of Grade 12 and several years experience to work as a Confidential Stenographer to the Personnel Manager. Applicants should be able to work with a minimum of supervision.

The position entails a variety of duties and offers a good salary together with good company benefits.

Stauffer Chemical Co. Canada Ltd.
255-0121

INVENTORY CONTROL CLERK

For manufacturing department of progressive company. Duties to include matching up and checking invoices, maintaining visi record system and other varied duties.

Attractive salary and benefits. Dixie-401 area. On Mississauga transit Route 5. For application phone:

ENVIROTECH CANADA LTD.
5155 Creekbank Rd. Mississauga
625-6070 Ext. 20

TYPIST

An interesting position is available now in our Purchasing Department. Candidates should have: good typing, clerical aptitude and initiative. Contacting vendors for expediting quotations.

JOHN D. TARGETT — PERSONNEL MANAGER
KILBORN ENGINEERING LIMITED
36 PARKLAWN ROAD
252-4757

KILBORN

TEMPORARY OPPORTUNITIES

WEST END

Interested in working Temporary.

- KEYPUNCH OPERATOR
Experienced on Data 100
- DICTA TYPISTS
- SHORTHAND SECRETARIES
- RECEPTIONIST TYPIST
- BOOKKEEPERS
- ACCOUNTANTS

Call
Bev Grant
678-2256

THE OSHAWA GROUP

125 THE QUEENSWAY,
TORONTO M5Y 1H7

FILE CLERK

If you are a Secondary School Graduate and are looking for a position with promotion in mind, this is an excellent opportunity to begin your business career. We offer a competitive salary program, regular performance reviews and a wide range of company paid benefits after 3 months of employment.

FOR PERSONAL INTERVIEW PLEASE CALL
Mrs. Gloria McKnight 259-6812

CLERK TYPIST

REXDALE

Recent High School Grad or person with some office experience for Accounting Department. Must be accurate typist and willing to learn. Excellent working conditions in growing company.

For Interview Call 677-6967

EXECUTIVE SECRETARIES

\$150.-\$175

Initiative and ability are key requirements. Must work independently.

275-2366 MISSISSAUGA PERSONNEL

Clerk-Receptionist

An immediate opening exists in our Rexdale (Hwy. 27 & Dixon) office for a person to handle Receptionist & clerical functions Typing necessary.

Call 677-2553

DoALL Canada Limited

CLERK TYPIST PAYROLL

A construction company in Dixie Road-401 area requires an experienced and mature clerk. Main duties telephone, typing and payroll.

Mrs. Hoffman 622p1000

Keypunch Operator

An opening exists in our Data Processing Department for a 129 Keypunch Operator, 23 years experience required. This is a permanent position. Full range of company benefits and cafeteria facilities.

CAMPBELL SOUP COMPANY LTD.

60 BIRMINGHAM ST., TORONTO 14

251-1131, Ext. 272

MOTHER'S SPECIAL

REXDALE

You once worked at accounting;
Have raised a family;
Now want to go back out to work,
To keep young mentally?
If you know General Ledgers,
Do bank recs,
Hand-post too,

CALL 249-8141

WE HAVE THE JOB FOR YOU!

SALES STENO

We have an opening in our Sales-Service Department for a person with excellent skills and ability to work on own initiative. Salary commensurate with experience. Company paid benefits. Vacation considered this year. Rexdale-Malton area.

APPLY: MRS. MCGOWAN
677-4740

EXECUTIVE SECRETARY

Required with minimum 5 years experience in a similar position and Grade 12 education. Good typing, shorthand and dictaphone, essential. Attractive starting salary plus full company benefits.

REPLY TO — DAWN AITCHISON

Highway Trailers of Canada Ltd.
3280 WHARTON WAY, MISSISSAUGA, ONT.
625-1430

SECRETARY

We require a secretary for our Clarkson office, familiar with dictaphone and must have good typing skills. Some knowledge of bookkeeping preferable but not essential. Good company benefits.

Please call 823-1400

TYPISTS-CLERK TYPISTS

Good typing is required for general office duties. Salaries range \$500-\$525. per month.

275-2366 MISSISSAUGA PERSONNEL

PART TIME BOOKKEEPER

Small office in Queensway-Kipling area requires Bookkeeper, capable of taking full set to trial balance. Will also handle weekly manufacturing payroll on 1-Rite system and associated payroll records.

Morning hours are preferable but we can be flexible. For more details phone Mrs. Zinn at 252-5478.

ACCOUNTS PAYABLE CLERK

Required for new modern office, experience preferred. Duties will include: all customs work, payable transmittals and banking. Salary commensurate with experience.

GENERAL CLERK

Required for filing and general office duties, opportunity to gain experience in all phases of office procedures. Apply:

Consolidated Engines & Machinery Co. Ltd.
1310 Fewster Dr., Mississauga

Mr. D. Milton 625-4400

RECEPTIONIST TYPIST

Real estate broker expanding again in Mississauga requires an experienced receptionist typist.

CALL MR. LAMONDIN 233-6195

Young & Biggin Ltd. Realtor

SECRETARY

For manufacturing department of progressive company. Experience in a technical environment desirable. Varied duties, some clerical work, shorthand preferred.

Attractive salary and benefits. Dixie-401 area. On Mississauga transit route 5.

For application phone:

ENVIROTECH CANADA LIMITED

5155 Creekbank Rd., Mississauga

625-6070 Ext. 20

40—SALES HELP

40—SALES HELP

Sales People Wanted

By Progressive Etobicoke Realtor

LOCATED IN A LARGE PLAZA

TOP COMMISSIONS bonus and insurance benefits. Must be over 18 years of age, resident of Etobicoke or Mississauga. Pre license help given. On the spot training. Salary or commission for qualified beginner, call Management.

621-8200



Avon Calling

AVON WANTS YOU!

If you want to make extra money, if you like people, if you can spare some of your free hours selling our famous products. It's easy and fun. Call

925-4255

AREAS OPEN:

63 and 73 Widdicombe Hill Blvd.; Sun Row Dr. and Tallon Rd.; Princess Margaret and Kipling; 500 Scarlett Rd.; 15 LaRose Ave.

Alderwood; 2 territories — Mimico; Parklawn and Berry Rd.; Royal York Rd. and Simpson; Norseman and Royal York Rd.

Stevenharris and Rickshaw; Cowley and Warwood; Poplar and Montesson; Prince Edward Dr. and The Kingsway; Dundas and Mabelle.

TO BUY OR SELL AVON CALL 925-4255

SARAH COVENTRY FINE FASHION JEWELLERY

Has opportunity for

FASHION SHOW DIRECTORS

Part Time or Full Time

Call Lorraine 676-9176 or 677-5853

Experienced Sales Person

For luxury condominium apartment project, unique tri-level suites, 6 minutes to Toronto Airport. Top commissions, excellent working conditions and support staff.

Phone R.E. Lewis

R.L.M. REAL ESTATE BROKER

241-3656

I NEED HELP!

Recent promotions have depleted my Staff of Fraternal Counselors and I am short-handed. Full training will be given to accepted Applicants who are over 18, of good health, appearance and personality, have a car and are not afraid of work. Bilingualism an asset. Modern advance commission system guarantees that you get paid what you are worth, not what someone else thinks you're worth.

For Interview Please Call

MR. TERRY BLANCHARD, MANAGER
279-7121 451-8050 279-7132

FREE REAL ESTATE SCHOOL

Men-Women — Enrol now in the finest complete and continuous sales training program which will enable you to earn top commissions, phone 275-5225.

CIMERMAN REAL ESTATE LTD. REALTOR

3064 Huronario
911 Bloor Street West, 2201 Danforth

SALES CAREER

A national office products company has an opening for a sales representative to handle a West Toronto territory. We are looking for a career minded person willing to accept the challenge of a sales career. Complete training is provided. Remuneration includes salary plus commission and car allowance.

FOR APPOINTMENT PLEASE CONTACT

MR. GOFF OR MR. BECKWITH

251-1171

TAKE THIS 5 MINUTE JOB EVALUATION TEST

1. DO YOU FEEL THAT YOU ARE WORTH MORE THAN YOU ARE GIVEN CREDIT FOR?
2. WOULD YOU LIKE TO EARN AN EXECUTIVE BRACKET INCOME?
3. WOULD YOU LIKE TO WORK FOR A FIRM THAT GIVES YOU A PROFESSIONAL TRAINING COURSE?
4. WOULD YOU LIKE THE FREEDOM THAT IS LOST IN A 9 TO 5 JOB?
5. ARE YOU WORTH UP TO \$1,000 A MONTH BASED UPON YOUR EXPERIENCE?

IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE YOU OWE IT TO YOURSELF TO GIVE US A CALL TO DISCUSS YOUR NEW CAREER PLEASE CALL FOR AN APPOINTMENT TO SEE OUR PERSONNEL DIRECTOR.

W. (BILL) JONES
270-8840

the action people

1645 DUNDAS STREET WEST,
MISSISSAUGA, ONTARIO



SALES PERSON

Aggressive sales person required for large carpet firm. Top commissions paid, car necessary.

CALL 459-2800

Do you need extra money for that new car or to pay off that mortgage? Sarah Coventry has the opportunity you are looking for! Be your own boss, earn extra money. We want Jewellery Demonstrators. Call 844-8186 or 822-7111.

\$150.—\$350.

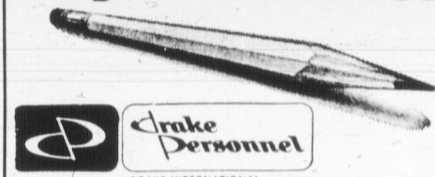
PART TIME OR FULL TIME. IF YOU NEED IT AND YOU QUALIFY, IT'S WAITING FOR YOU.

275-3730

41—EMPLOYMENT AGENCIES

41—EMPLOYMENT AGENCIES

Have a nice day at the office.



SECRETARIES

\$160. EVANS & KIPLING. Excellent opportunity for an individual with typing and a knowledge of general bookkeeping. This is a small reliable friendly firm. (T 1415)

\$145. DIXIE-DUNDAS. Show off your typing and shorthand as you get involved with a number of special projects in this busy Accounting Dept. This large mfg. firm offers you excellent advancement possibilities and tops in fringe benefits. \$ 1226.

\$160. CARLINGVIEW & DIXON. Super job in the Personnel field for sharp person with shorthand and typing abilities. (S 1288).

\$150. MARTINGROVE & NO. 27. Love the excitement and challenge of a Sales Dept.? Then this job is for you. Your busy day will be filled with correspondence, sales reports, expense sheets and lots of customer contact. (S 1197)

\$165. ALBION RD. & HWY. 27. What could be more exciting than the Advertising field? Utilize your secretarial abilities to assist the Advertising Mgr. in all aspects of the Advertising and Sale Dept. (S 1308)

\$130. KIPLING & 401. As the assistant to the Executive Secretary, your day will be filled with correspondence, memos, making travel arrangements and some switchboard relief. Salary plus bonus. (D 1271)

\$125. BELFIELD & 27. Looking for a job that offers lots of scope and challenge? This position as a Secretary in the Sales dept. of a large Rexdale firm offers lots of variety such as the sales correspondence, reports, customer contact and all the challenging jobs related to the sales end of business. (D 1270).

TYPISTS

\$120. DIXIE- EGLINTON. If you enjoy responsibility and like to work on your own, this firm has a spot for you. Your typing will pay off for you as you handle your own correspondence, answer a busy telephone and generally help out around this busy office. T 1378.

\$120. LAKESHORE & HWY. 10. Here's an excellent opportunity to get totally involved in a small, busy office. Your day will fly by as you assist with general accounting functions, handle invoicing and type general correspondence. Call today for further details. T 1491

\$125. BELFIELD & NO. 27. What an opportunity! This firm is looking for a person for their general office to do inventory control. Eventually you will be trained to operate the keypunch. (T 1307)

\$130. NORTH QUEEN & QUEENSWAY. Like variety? Handle phones and correspondence for a busy sales office. Brand new offices and lots of chance for promotion. (T 1332)

\$145. HORNER & KIPLING. This Co. needs you to be their person Friday. Duties will include dicta, inventory, accounts receivable, credit and collections. Super opportunity! (T 1363).

"NO APPOINTMENT NECESSARY"

1735 Kipling Ave. (at Dixon) 247-8287
1243 Islington Ave. (at Subway) 239-7381
3461 Dixie Rd. (at Bloor) 625-6620
Brampton 457-3214

42—DOMESTIC HELP WANTED

RELIABLE cleaning lady required one day weekly Saturday preferred, Port Credit area call after six 278-9709.

42—DOMESTIC HELP WANTED

CLEANING lady required. Must be reliable for 2 working adults. 231-2064.

CLEANING woman required. Call between 4 and 6 p.m. — 625-0394.

41A—CAREER TRAINING

Learn Now

Welding

(BLUEPRINT READING INCLUDED) ARC, TIG, MIG, PRESSURE PIPE & GAS.

DAY—EVGS.

AND SAT. CLASSES

or **Drafting**

Easy weekly payments
Welding Tests Daily
Technical Trades Institute
Phone 537-1215
2388 Dundas West
at Subway

44—DRESSMAKING

EXPERT dressmaking, knitting and crocheting. 822-3426.

DRESSMAKING, specialty — alterations. 742-4359.

DRESSMAKING and alterations. Reasonable rates. Long Branch area. 259-8912.

DRESSMAKING. Alterations, 11 Allen Ave., Mimico, near the Lakeshore. 255-0453.

DRESSMAKING, alterations, specializing in bridal wear and gowns, 278-1389 after 5:30

45—MUSIC INSTRUCTION AND TALENT

Triple Music

Supplying Disc jockeys for weddings, banquets and other occasions. Dinner music supplied. Rates are reasonable. Call Mel right now 275-3691.

MUSIC Mecca. Kipling Plaza, qualified instruction on guitar, drums & all popular instruments, 743-2040.

PIANO, Organ, Theory lessons by professional registered music teacher of many years standing. Classical & popular. Learn on the finest instruments, Steinway grand piano, mighty Hammond D150, or the fabulous Conn theatre organ, beginners & advanced. 231-8223.

Albion Conservatory and Organ Centre
Qualified teacher, all grades.
PIANO—ORGAN—ACCORDION
DRUMS—TRUMPET
Only individual lessons
741-4380

VOLIN, viola teacher, professional, just returned from year of study in Europe, beginning to Conservatory grade 8. 233-6462.

46A—ACCOUNTANTS & BOOKKEEPERS

WILL do accurate bookkeeping, efficient typing of any kind in my home. Will pick up and deliver. Mrs. Waddington 259-8861

53—SERVICES OFFERED CONT.

PLUMBING, electrical and all domestic repairs 823-1664 evenings

YOUNG man with covered truck to do light moving jobs, cleaning basements, etc. 622-9212.