

38A-SKILLED HELP

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THE REGIONAL MUNICIPALITY OF PEEL

Requires: a career oriented person to undertake the conveyance and clearance of titles for all properties acquired by the region.

Qualifications: Minimum of 3 years experience as a law clerk, a conveyancer or as a title searcher. Municipal, provincial or law office experience will be highly regarded.

Remuneration: Above average benefit programme, a salary commensurate with training and experience and a personal growth opportunity.

If interested, you are invited to mail your resume to attention of:

THE PERSONNEL OFFICER
The Regional Municipality of Peel
150 CENTRAL PARK DR., BRAMALEA, ONT.
ONTARIO L6T 2V1

OFFSET CAMERA OPERATOR

Progressive Mississauga Company requires energetic person for camera stripping and plates. Busy in-plant shop. Must have some experience. Paid company benefits.

For interview call—

P. Sheffield 274-3431

SARAH COVENTRY CANADA LTD.
1036 LAKESHORE RD. E.

STATIONARY ENGINEER

3RD CLASS OR REFRIGERATION "B"

Shift work, good working conditions, company paid benefits, well established company in Queensway area. For interview call:

259-7871

3RD CLASS

STATIONARY ENGINEER

REQUIRED AS MAINTENANCE MANAGER

Should be familiar with some or most of the following: Pumps, gas burning equipment, chemical treatment of Hot and Chilled Water Systems; "Honeywell" pneumatic and electric controls, and operation of "Trane" and "Centravac" units.

PLEASE CONTACT
MR. PETER AEBY
677-6100 EXT. 211

AIRPORT HOTEL
801 DIXON RD. REXDALE

Licensed Mechanic

busy service station, days only, good wages.

Lino 823-1195

Etobicoke Manufacturer

REQUIRES

FULL TIME EMPLOYEES

For

A - PANEL WIRING
Includes electrical schematics.

B - ELECTRICAL ASSEMBLY
Of Industrial rectifiers — includes fitting of electrical components and following schematic drawings — some welding experience an asset.

C - STOREKEEPER
To maintain inventory of parts for manufacturer — includes receiving, shipping, expediting — familiarity with pipe fitting and electrical components an asset

CALL 621-9410 FOR APPOINTMENT

Stationary Engineer

3rd Class

Required for relief work. Steady days. Hourly rate \$5.45 per hour plus overtime.

Please call 251-6551

TOOL & DIE MAKER

AND-OR

TOOL MAINTENANCE PERSON

Not a jobbing shop. Day shift only. Company involved in light steel fabrication. Good company paid benefits. Location: Lakeshore Blvd. and Park Lawn. Call Personnel, 251-3311, 8:30 a.m. to 4 p.m.

WILSON LIGHTING

39-OFFICE HELP

39-OFFICE HELP

TYPISTS

45 w.p.m. plus many varied assignments starting in January. Top rates. Call Eleanor Harris, Tosi Temps, 236-1036.

SUPER POSITION! \$OPEN

Experienced person in food catering. Consulting and Management. Top salary for right person. Summit Personnel, 239-1186.

39-OFFICE HELP

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COME GROW WITH US

REPRO TYPIST

For preparation of repro copy using IBM Selectric Composer. This position is in our Handbook department and preference will be given to applicant with previous related experience.

Excellent starting rate and a wide range of company benefits.

PLEASE PHONE 677-1410 PERSONNEL ADMINISTRATOR



GARRETT MANUFACTURING LIMITED

255 ATTWELL DR.
REXDALE, ONT. M9W 5B8

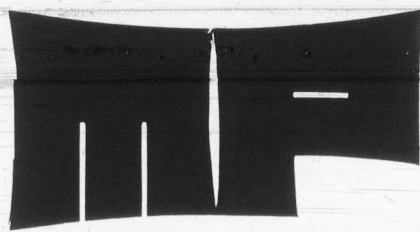


1430 MARTINGROVE RD., REXDALE
NEAR REXDALE BLVD.

CLERK TYPIST

figures. Duties include typing shipping notices and finished goods expediting. Good starting salary and all fringe benefits paid.

FOR INTERVIEW CALL TED ADAIR 743-7980



TYPIST \$135.
Customs or Traffic exp. Reception duties. Excellent Co.
PERSON FRIDAY \$125.
Inventory, general typing, telephones, small office.
ACCOUNTING \$115.
A-P payroll — varied duties — super, super Co.
CLERK \$125.
Payroll exp., analysis, good with figures.
ACCOUNTING SR. \$140.
Computerized, general acctg.
A-R CLERK \$115.
McBee system with typing.

275-2366

MISSISSAUGA PERSONNEL

KELLY GIRL

REQUIRES

"Santa's Helpers"

Typists

Secretaries

Bookkeepers

Dictas

Key Punchers

Call Cheryl Harker today
in time to earn Christmas dollars
& to discuss the "KELLY DIFFERENCE"

236-2318

3005 Bloor W. (At Royal York Rd.)
'IF YOU'RE GOOD YOU'RE KELLY'

LIBRARY ASSISTANT

The Erindale College Library, University of Toronto offers a permanent full time position for Grade 12 graduate or equivalent. Position requires clerical skills and typing. Fluent English essential. Work schedule includes 1 or 2 evenings per week and week end duty on rotation.

828-5236

between 9 a.m. and 4.30 p.m.
Monday to Friday.

TYPIST RECEPTIONIST

Minimum 3 years experience. Interesting and diversified position with rapidly expanding company. We offer frequent salary reviews — 3 weeks holiday after 2 years.

PLEASE CALL MRS. TRUEMAN
622-7500

Canada Business Centres Ltd.

701 EVANS AVE.
(Across From Sherway Gardens
Mall-Etobicoke)

39-OFFICE HELP

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ECONOMICS LABORATORY

PERMANENT/PART TIME KEYPUNCH OPERATOR

West end manufacturing company requires immediately, an aggressive person with a minimum of 2 years experience. Will also have the opportunity to operate a System 3 computer. Grade 12 graduate. Queen Elizabeth Way and Hwy. 427.

MR. MOFFETT 252-5361

ACCOUNTS PAYABLE CLERK

Required immediately.

Brydon Brass Mfg. Co. Ltd.

BRYDON DR. & REXDALE BLVD.

743-8671

LEGAL SECRETARY

Fully experienced in Real Estate, corporation work and estates. Excellent salary.

RECEPTIONIST

Required for veterinarians office in Mississauga 4 to 8 p.m. week days. Typing experience is required. Reply in writing to:

BOX 'H'

C-O THE MISSISSAUGA TIMES
2980 LAKESHORE BLVD. W.
TORONTO, ONTARIO M8V 1K1

DICTA TYPIST

Dicta Typist with 1 or 2 years experience to work for busy department. Dictaphone and good typing skills essential. The person applying will be asked to undertake a variety of jobs, including making travel arrangements, record keeping, filing and must have the ability to organize the work efficiently.

FOR INTERVIEW, PLEASE CALL:

Mrs. Powell

CIBA GEIGY CANADA LTD.
622-3710

SECRETARY

Capable Girl-Boy Friday to work in marketing group. Must be able to cope with peak demand of 4 people. Excellent typing skills and pleasing personality a must. Top wages. Location Islington Avenue south. Reply in writing to

BOX 'F'

C-O THE ADVERTISER
2980 LAKESHORE BLVD. W.
TORONTO, ONTARIO M8V 1K1

Receptionist Secretary

Capable person to work as receptionist and secretary. Duties consist of serving light lunches for groups of 5 to 20 people, some knowledge of advertising graphics etc. an asset. Top wages. Location Islington Avenue south. Reply in writing to:

BOX 'G'

C-O THE ADVERTISER
2980 LAKESHORE BLVD. W.
TORONTO, ONTARIO M8V 1K1

Girl/Boy Friday

Willing to accept responsibility of assisting Sales Manager. Typing and dictaphone experience essential.

Telephone 252-3374

MR. I. HATHERLEY

Accounting Clerk

Responsible person to handle Accounts Receivable, Accounts Payable and knowledge of the Kardex System for inventory. Typing essential.

PHONE 259-8498

AFTER 5 - 961-3045

ORDER PROCESSING & BILLING CLERKS

For small and growing Mail Order Co. Good typing ability required. 3 positions open of which 1 will require a knowledge of French. Salary commensurate with experience. Weston-Sheppard area.

PHONE 745-5267

STENOGRAPHER

Required immediately for our Marketing Division. Must be fast & accurate in both typing & shorthand. This position offers an attractive starting salary and a full range of fringe benefits.

For appointment phone:

G.H. WOOD & CO. LTD.,

259-2321 Ext. 190 or 211

(KIPLING QUEENSWAY AREA)

39-OFFICE HELP

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Receptionist Typist

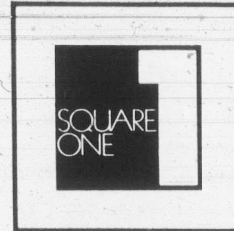
We require a person to assist with general office duties. The successful applicant must have a pleasant telephone personality and have had typing experience. While shorthand is not essential it would be desirable. For an opportunity to join a growing business in an exciting field. Call

MR. B.J. MARKWICK

625-2676

BOOT RECORDS LIMITED

1343 Matheson Blvd. Mississauga.



SQUARE ONE

SHOPPING CENTRE

requires

ACCOUNTS RECEIVABLE/SECRETARY

with pleasant telephone manners and accurate typing abilities

For an appointment please call

270-7771

EXECUTIVE

SALES SECRETARY

Required, sharp, well organized person with fast accurate typing to support a marketing and sales manager. Will give you a lot of freedom, autonomy and responsibility. Good salary and benefits. We are a small national company with brand new offices located at Dixie and 401. Own transportation required. If interested please call:

D.H. Renegar 247-6237

TIMEKEEPER

An opening exists in our Timekeeping Department for a Timekeeper. Suitable candidate without experience will receive comprehensive training. Applicants should have Senior Matriculation. Duties will include recording time, extending clock cards and general clerical work.

CAMPBELL SOUP CO. LTD.

60 BIRMINGHAM ST., TORONTO 14

251-1131 Ext. 272

Canadian Imperial Bank of Commerce

Lakeshore & 7th St., New Toronto

REQUIRES

TELLERS

Minimum Grade 12

PLEASE CONTACT MR. MILLER

251-3793

INVOICE TYPIST

Lakeshore company has vacancy for Invoice Typist. Must be able to type accurately with a minimum typing ability of 50 w.p.m.

Convenient hours, air conditioned office.

NEPTUNE METERS LIMITED

3526 Lakeshore Blvd., W., Long Branch

259-4211

SWITCHBOARD OPERATORS

Immediate openings are available on a part time basis an evening and night shifts for Switchboard Operators with Centrex experience or Bell training.

Apply to Personnel Dept.

ETOBICOKE GENERAL HOSPITAL

101 Humber College Blvd.,

Rexdale, Ont.

RECEPTIONIST TYPIST

Required for general office work with small company. Duties include typing, filing telex etc. Call for appointment.

Marsh Instrument Company

of Canada Limited

248-5661

MISS SIMMONS

TEMPORARY OFFICE HELP

Required for approximately 8-10 weeks. Typing, filing and general office duties. Malton area.

PHONE MR. SHINER 677-7711