

515 Office Help

515 Office Help

515 Office Help

515 Office Help



**IDEAL PERSONNEL**  
 \$175. CREDIT & COLLECTIONS. Strong credit & collections background; at least 3 years experience required for this position. Familiar with computer print outs. Some typing required for own correspondence. For variety, a little ageing and reconciling for A/R. Dixie/401.  
 \$180. SECRETARY. Good shorthand and typing required. A mature attitude for confidential work. Career oriented. Lots of variety. Lots of potential. Excellent benefits. Kipling/Evans.

These are samples of the type of people our clients are seeking. YOU! Don't let the heat and travelling wear you out. If you live in Mississauga or Etobicoke doesn't it make sense to work there. If you are seeking a position as: TYPIST, ACCOUNTING CLERK, SECRETARY or CLERK TYPIST call us today at IDEAL. Let us help you find that perfect career opportunity.

279-8050  
 3130 DIXIE RD. AT DUNDAS

**CLERK/TYPISTS**

Continued expansion at our new Mississauga facility has opened up some permanent positions for experienced typists.

Applicants must possess above average speed and accuracy and have exposure to various forms of correspondence, reports and invoices. In addition, experience in reception work, filing, and maintaining an office library would be preferred.

As we are the Canadian leader in word processing, applicants with text editing backgrounds will be given special preference.

We are prepared to offer an attractive salary/benefit package to those who fit the bill. If interested please apply in person or call:

**AES** Chuck Gordon  
 AES DATA LTD.  
 2330 Millrace Court  
 Mississauga, Ont. L5N 1W2  
 826-0801

**ACCOUNTS RECEIVABLE CLERK**

Well known manufacturer of consumer products requires an experienced accounts receivable clerk. Duties to include reconciliation of accounts, typing, and general office work.

The person for this position will report to the credit manager. Good starting salary with generous fringe benefits such as medical & dental plans, group insurance and pension plan.

FOR A PERMANENT JOB OPPORTUNITY PHONE:  
**MR. SABBAGH**  
 247-2101

Ronson Products of Canada Ltd.  
 110 Ronson Dr., Rexdale, Ontario

**DATA ENTRY OPERATOR**

Evening Shift

Candidates must have 12000 keystrokes and at least 2 years' experience on Univac 1900 or related key to disc equipment. The successful applicant will work a 6 hour shift starting at 5 or 6 p.m. Monday through Friday. This is a permanent position with full company benefits.

Qualified applicants only need apply.

**CARLTON CARDS**  
 1460 THE QUEENSWAY, TORONTO, ONT.

**DATA CONTROL CLERK**

This junior position requires a person with date control or related experience and grade 12 education. Exposure to computerized systems would be an asset.

We offer a pleasant working environment, competitive salary and an excellent benefit package including dental plan.

Apply Personnel Manager

Jacuzzi Canada Limited  
 330 Humberline Dr., Rexdale  
 675-3333

**PURCHASING/ACCOUNTS PAYABLE**

Duties involve accounts payable including computer data input preparation. Pleasant telephone manner and a typing speed of 60 wpm essential. Minimum grade 12 or equivalent is required. Recent graduates would be considered.

FOR INTERVIEW APPOINTMENT PLEASE CALL

**MRS. HANDLEY**  
 744-3300

Staff Relations Department  
**ETOBICOKE GENERAL HOSPITAL**  
 101 Humber College Blvd., Rexdale M9V 1R8

**PLANNING ASSISTANT/SECRETARY**

required for a busy department.

The successful applicant will have good typing and dictaphone, a mathematical aptitude, knowledge of computer printouts and ability to analyse and prepare statistical reports.

For interview, please call:

**CIBA-GEIGY CANADA LIMITED**  
 622-3710

**SENIOR CLERK**

One of Canada's largest distributors has an interesting position for someone to do reconciliations, follow up of national accounts, and secretarial work.

The successful candidate will be a mature, well organized person with a background in credit or accounting, typing an asset.

Call Miss W. Stoddart  
**PHOENIX FLOOR & WALL COVERINGS**  
 244-5551

**GLAXO CANADA LIMITED**

Clerk Typist

We require a Clerk with good typing skills to work in the laboratory of this pharmaceutical manufacturing company.

Grade 12 education and previous office experience required. Knowledge of word processing machine would be an asset. Queensway-Islington area.

**PERSONNEL DEPARTMENT**

252-2281 Ext. 52

520 Sales Help

520 Sales Help

**ATTENTION TEACHERS! NEW CAREERS**

Do you...  
 - Like people and challenge?  
 - Work best in a professional environment?  
 - Seek achievement, independence, security?

We've found that the confidence, communications skills, and self-discipline required of teachers are attributes that can lead to rewarding new careers in the real-estate industry.

We are a leading realtor expanding our interests in Mississauga. We presently have openings for two mature, people-oriented persons who want to employ demonstrable skills in a new vocation. Applicants must pass 3 interviews, be willing to take extensive training and guidance, and own a car.

If accepted, you will join a successful sales team from various professional backgrounds who now enjoy excellent commission and bonus incomes and job satisfaction. Company leads, sales aids, and advertising support are provided.

For a fact-finding, no nonsense interview -

CALL RON STEEVES - 270-8270

**JOHNSON CARNEY**  
 REALTOR

**AVON**

It pays to make people happy. Sell Avon. It's fun to sell products people want to buy. The hours are flexible, the commission excellent. So - change your lifestyle with style. Sell Avon. Experience not necessary. Areas open: Etobicoke, Alderwood, Lakeshore, Mimico, Weston. Call:

**MRS. WALES - 925-4255**  
 You'll Never Feel So Good!

**FRANKLIN WATTS OF CANADA**

Sales Persons are needed on part or full time basis to help make parents familiar with our unique Children's Memory Games, Activity Books and Picture Books. A challenge, an education and a pleasant experience that pays off handsomely. Phone Mrs. Hagerman between 9:30 a.m. and 11:30 a.m. or 1:30 p.m. and 4:30 p.m. only.

284-4277

**FREE REAL ESTATE SCHOOL**

\$200 weekly draw, up to 80% commission, plus \$385 reimbursed for course to recent graduates. Select between resale homes or new home sales. Call mgr. 275-5225, CIMMERMAN REAL ESTATE LTD. One of the fastest growing real estate firms, with the best training program.

**FULLER BRUSH CO.**

Men & women earn extra money in your spare time. No experience or car necessary. Excellent commission.

**LOOKING FOR A SALES JOB?**

SELL HOME INSULATION. HIGH COMMISSIONS. START IMMEDIATELY.

864-1015

Call 621-8476

**Births, Deaths & In Memoriams**

Deaths



**Ridley Funeral Home Ltd.**  
 Telephone 259-3705

**COOPER, Eric**—Suddenly at Toronto on Wednesday, May 24, 1978, Eric Cooper, loving husband of Green, daughter of Thomas and Gladys Cooper of England and brother of Anne of England. Rested at the Ridley Funeral Home Ltd., 3080 Lakeshore Blvd. W. (at 14th St.) after 7 p.m. Monday. Service was held in the chapel Wednesday at 1 p.m. Interment: Sanctuary Park Cemetery, (St. John Ambulance Corp Service Monday, 8 p.m.) (Moose Lodge service Tuesday 8 p.m.)

**DOBERSTEIN, Edward**—At St. Michael's Hospital, Toronto, on Tuesday, May 23, 1978, Edward Doberstein, of New Toronto, loving father of Doreen, Linda, Allan, Karl and Randy. Brother of Albert, Olga, Culmore, Emma, Burke, Gus, Lydia, Matthews, Helen and Martha. Also survived by 5 grandchildren. Rested at the chapel Wednesday at 1 p.m. Interment: Springcreek Cemetery. In lieu of flowers donations to the Canadian Paraplegic Association would be appreciated.

**ELDRID, Ernest Edward**—At St. Michael's Hospital, Toronto, on Wednesday, May 24, 1978, Ernest Edward Eldrid, beloved husband of Eithel Deyman, loving father of Murray of Ireland and Nancy of Toronto, dear brother of Gertrude (Mrs. D. Fraser), London, Ontario, Louise (Mrs. E. A. McFarlane), and Irene (Mrs. W. Schmidt) of Cambridge, Ontario. Service was held in the chapel of the Ridley Funeral Home Ltd., 3080 Lakeshore Blvd. W. (at 14th St.) Friday at 1 p.m. In lieu of flowers donations to the Canadian Cancer Society would be appreciated.

Deaths

**FINALY, Peter Louis**—Suddenly at Mississauga on Saturday, May 27, 1978, Peter L. Finaly, loving father of Kathy of Toronto and Kristina of Edmonton. Also survived by 2 grandchildren, John and Andrew. Rested at the Ridley Funeral Home Ltd., 3080 Lakeshore Blvd. W. (at 14th St.) Cremation. (Montreal Star please copy).

**NEW, Victor Lloyd**—At his residence, on Monday, May 22, 1978, Victor Lloyd New, loving father of Dorothy, Joyce, Bernice and Carole, also survived by several grandchildren and great-grandchildren. Rested at Ridley Funeral Home Ltd., 3080 Lakeshore Blvd. W. (at 14th St.). Service was held in the chapel on Friday at 3 p.m. Cremation: Riverside Crematorium.

**SMITH, Leonard O.**—At Our Lady of Mercy Hospital on Friday, May 26, 1978, Leonard O. Smith, dearly beloved husband of Clara Humphrey, and loving father of Alice (Mrs. J. Watson), Etobicoke, dear grandfather of Pat and Gordon. Rested at the Ridley Funeral Home Ltd., 3080 Lakeshore Blvd. W. (at 14th St.). Complete service was held in the chapel on Saturday at 1:30 p.m. Cremation: Riverside Crematorium.

In Memoriam

**LE YEAR, George Charles**—At Oakville Trafalgar Hospital, Monday, May 29, 1978, George Charles Le Year, in his 86th year, (retired employee of Goodyear Tire and Rubber Company, New Toronto, and formerly of Sixth St., New Toronto) beloved husband of the late Elizabeth C. Maxwell Dearest father of George of Hamilton, Jack of Oakville, Daisy (Mrs. T. Shields) of New Toronto, Robert Doreen (Mrs. L. Prevost) of Oakville, Lorraine (Mrs. N. Mastandrea) and David, both of Etobicoke. Also lovingly remembered by ten grandchildren and two great-grandchildren Mr. Le Year is resting at the Wignall Funeral Chapel, 52 Long Branch Ave. Long Branch. Funeral service in the chapel Wednesday one p.m. Interment: Springcreek Cemetery, Clarkson.

Deaths

**BRETT, Irene Etta**—Suddenly in Palms of Pasadena Hospital, St. Petersburg, Florida, Wednesday, May 24, 1978, Irene Joiner, dearly beloved wife of Philip Joseph Brett, 36 Uno Dr., Etobicoke, dearest mother of Mrs. Irene Cava, of Alderwood, Mrs. Edward Droy (Shirley), of Vancouver, and Mrs. Barry Mariatt (Elizabeth) of Etobicoke, dear sister of Mrs. Ernest Hubbard (Hilda), of Toronto, Mrs. Richard Murphy (Theresa), of Mimico, Mrs. Charles Alain (Christina), of Montreal and Cyril Joiner, of B.C. Also lovingly remembered by 7 grandchildren and 1 great-grandson. Mrs. Brett rested at the funeral home of G. H. Hogle, 63 Mimico Ave., Mimico, on Saturday, 2 p.m. Funeral was held in St. Leo's Catholic Church, Royal York Rd., Mimico, for Requiem Mass Monday 9 a.m. Interment: St. Mary's Cemetery, Port Credit, on arrival of motorcade Monday 11:30 a.m.

Deaths

**LYONS, Edward**—Suddenly at Streetsville, Wednesday, May 24, 1978, Edward Lyons (formerly of Long Branch and retired employee of Goodyear Tire & Rubber Co., New Toronto)—Beloved husband of the late Emily L. Childs, dearest father of Edith (Mrs. Glenn Waters) of Mississauga, brother of Thomas Lyons, Glasgow, Scotland, and William Lyons, of London, England; and also lovingly remembered by grandchildren Reynolds, Larry and Cindy. Mr. Lyons rested at the Wignall Funeral Chapel, 52 Long Branch Ave. Long Branch, from Thursday 2 p.m. Funeral service was held in the chapel Friday at 1 p.m. Interment: Park Lawn Cemetery, Toronto.

**ORETO, Salvatore**—At New Mount Sinai Hospital, Toronto, Monday, May 29, 1978, Salvatore (Nick) Oreto (Associate member Branch 217, P.C.L. Mimico Humber Bay), dearly beloved husband of Helen Promane, 35 Algoma Street, Mimico, dear brother of Fred & Vincent both of Toronto, John of Medicine Hat, Alberta, George in Barrie, and Hilda Oreto of Hamilton. Mr. Oreto is resting at the funeral home of G. H. Hogle, 63 Mimico Ave., Mimico. Funeral to St. Leo's Catholic Church, Royal York Rd., Mimico for Requiem Mass Wednesday 9 a.m. Interment: Sanctuary Park Cemetery, Weston. Memorial contributions to the Canadian Cancer Society or Diabetic Association would be appreciated.

Deaths

**STEPHENS, George Ewan**—At St. Joseph's Hospital, Toronto, Saturday, May 27, 1978, George Ewan Stephens, in his 78th year (retired employee Massey-Ferguson Ltd., Toronto), dearly loved husband of Sarah Morris, 102 George St., Mimico, dearest father of Mrs. Morley Kipp (Dorothy) of Mississauga and Mrs. Robert Turner (Lin) of Weston, loving grandfather of Mrs. Robert Walden (Sharon), Brian and Bruce Turner, dear brother of Mrs. Elsie Jickles, Mrs. Gladys Morris, Hilda, Lillie, James, Alfred, Maurice, Ellis and Harold Stephens and predeceased by John Stephens and Mrs. Emily Pritchard. Mr. Stephens will be resting at the funeral home of G. H. Hogle, 63 Mimico Ave., Mimico, from Monday 7 p.m. Funeral service Wednesday 2 p.m. Interment: Toronto.

Births

**BLOWER, Brad & Janet** (nee Cluskey) are proud to announce the birth of a son Gregory Eric, on Monday, May 8th, 1978, weighing 6 lbs. 10 ozs. at Queensway General Hospital 1st grandchild of Frank & Lois Cluskey of Vancouver, 4th grandchild of Orvel & June Blower of Port Credit, 11th grandchild of Henry & Alberta Blower.

Thinking of placing a Birth Announcement. There's really nothing to it! Make a note of the people and things you'll want to include in your announcement - dial the phone - and speak with one of our helpful Ad-Visors. Put in a call today! 252-6371, 252-6391.

**520 Sales Help**

**SALES** Person for central location of picture framing gallery opening soon. Retail experience a plus 4 weeks training in Scarborough. Salary plus bonus. Write to The Frame Up, 60 Howden Road, Scarborough, Ontario M1R 3E4.

**NEED** a part time opportunity or a full time career, sell a complete line of industrial and home care cleaning chemicals and start at 45% commission. Bob Chambers Limited. Call Paul Watts at 622-0254 for appointment.

**525 Medical Help**

**RNA**  
 Required, 11 to 7 p.m. 5 day week. Garden Court Nursing Home. 259-6172.

**540 Domestic Help Wanted**

**CLEANING** lady wanted for Tuesday and Friday, 9 to 3. Own transportation, must be experienced. 270-6718.

**REXDALE:** Self contained, new apartment, fully brooded, fridge and stove. \$30 monthly, in exchange for one day a week cleaning lady. 749-4824.

**541 Domestic Help Available**

**RENT-A-CHAR**  
 Professional cleaning of homes and apartments.

CALL 251-1822  
 10-4 p.m.

**EXPERIENCED** cleaning lady, will clean apartments, for business persons, weekly or twice monthly, giving you more leisure time at home. rates: 1 bedroom \$15, 2 bedrooms \$18. Call Jean 255-5832.

**YOUNG** English - Scottish ladies with highest references desire live-in positions with Canadian families. Oakville Personnel, 827-5622.

**HOUSEKEEPERS,** Babysitters, Cleaning Ladies, Companions. Live in or out. Temporary & permanent. 505 Domestic. 868-1070.

**560 Career Training**

**RADIO-TV ANNOUNCER**

**TRAINING:** Keep your job and learn how to open lines - you could be "on the air" in 5 months! News, Sports, D.J., Interviews & Talk Shows, Program Hosting, TV Commercials and Film Narration.

**WESTON BUSINESS COLLEGE**  
 Learn Dictaphone, Typing, Shorthand, Bookkeeping or complete office training. Days and evening classes. 247-5741.

**565 Employment Wanted**

**EXPERIENCED** Handyman available for summer clean up around home. Has own pick up. Experienced in roofing, eavestroughing and other repairs. Please call after 6 p.m., 276-3240.

**CRACK** Typist, will tackle any assignment, invoicing, statements etc. Pickup and Deliver. 274-8028.

**560 Career Training**

**Employment Thru Education**  
 REACH FOR SUCCESS  
 Set a goal to gain the specific training you need to qualify for a career in

**COMPUTER KEYPUNCH or BANK TELLING**

Within four to six weeks prepare yourself to be the success you know you can be!

We are training specialists! Our class size and casual learning atmosphere allows you to grow at your own pace.

Our "Job Search" lecture will assist you in obtaining the job you want.

Day & evening classes registering NOW!

Don't wait until tomorrow AGAIN!

Call us to discuss when you can take the first step in reaching for your successful career.

**Karen Hall CAREERS**  
 "Specialists in Bank Telling and Keypunch Training"

3031A HURONTARIO ST. MISSISSAUGA (HWY. 5 & 10)  
 276-2683

**565 Employment Wanted**

**ADMINISTRATIVE COMPTROLLER**

**DESIRES CHANGE**

Perhaps you are at present seeking a financial executive or entrepreneur-type comptroller who combines years of experience, administrative competence with an excellent professional background, systems, sound knowledge of plant production and overall company operations. If so, please contact Box RR, C/O The Advertiser, 2980 Lakeshore Blvd. W., Toronto, MBV 1K1.

**ACCOUNTANT/Bookkeeper,** experienced, will do any books, part-time. 255-6289, after 4.

**615 Coming Events**  
 SUNDAY, June 4th, 10 to 5 p.m. Antique Show & Sale, 106 Centre St. E., Richmond Hill. 25 Dealers, Bargains Galore.

**EUGENE, St. Teresa's Hall** on 10th St. Monday, June 5th, 8 p.m.

**619 Women's Column**

**PERMANENTS** done in your home. Licensed. For appointment, call before 9 a.m., 745-5235.

**INTERESTED** in a set of nails? Applied by trainee. Further information—278-3552, Stodjo J., 279 Lakeshore Rd. East.

**610 Legal Notices**

**NOTICE TO CREDITORS AND OTHERS**

All persons having claims against the Estate of BETTY RAY GOLDHART, late of the City of Mississauga, in the Regional Municipality of Peel, Housewife, deceased, who died on or about the 7th day of January, 1978, are hereby notified to send particulars of same to the undersigned on or before the 5th day of July, 1978, after which date the Estate will be distributed, with regard only to the claims of which the undersigned shall then have notice.

**AUDREY LORRAINE ADELE REID,** Executrix, by her solicitors, MENDELSON & GRANT, 111 Richmond Street West, Suite 202, Toronto, Ontario, M5H 2G4

**NOTICE TO CREDITORS**

All persons having claims against the estate of MURCHISON JOSEPH BEATON, late of the City of Mississauga, in the Regional Municipality of Peel, Labourer, who died on or about the 12th day of March, 1977, must forward the same to the undersigned on or before the 30th day of June, 1978, after which date the assets will be distributed amongst the parties entitled thereto and the Administratrix will not be liable to any person of whose claim she shall not have then had notice.

DATED at Midland, this 24th day of May, 1978.

**GIGNAC & RICE**  
 Barristers and Solicitors  
 Box 518  
 298 First Street  
 Midland, Ontario  
 L4R 4L3

**NOTICE TO CREDITORS AND OTHERS**

All claims against the Estate of GEORGE HENRY GILSON, late of the Town of Mississauga, in the Province of Ontario, who died on or about February 28, 1978, must be filed with the undersigned or personal representative on or before the 30th day of June, 1978; thereafter the undersigned will distribute the assets of the said estate having regard only to the claims then filed. Dated May 26, 1978.

**THE ROYAL TRUST COMPANY,** Royal Trust Tower, Toronto, Ontario, M5W 1P9 by its solicitor, Kenneth W. Kernaghan, Q.C., 32nd Floor, 401 Bay Street, Toronto, Ontario, M5H 3K2

**619 Women's Column**

**SHIRLEY'S NAILS & LASHES**  
 For appointment call 251-4872

**620 Personals**

**CHARACTERS WANTED**  
 20 to 45 years of age VERY part time, for television commercials. No experience necessary but must be serious and able to read.

Call for appointment: 10 a.m. - 7 p.m.  
 NORTH 224-1502 EAST 757-8748  
 WEST OR CENTRAL 922-5726  
**TALENT SEARCH PRODUCTIONS LTD.**

**FREE**

To all plant lovers (outdoor hanging basket) who book a Clargreen plant party before June 1st. Party can be held now or later. An ideal way to get friends or special groups together to learn more about plants, and at the same time add to your own plant collection. For more information, call Kathy 822-0992.

**VACATIONERS**

I will care for your pets, plants, gardens, etc. while you holiday, reliable and affordable. Call 251-1025

**DIVORCED** widowed, separated? Come join our dances, adult and children's activities. Even those without children - we would like to meet you all. Etobicoke Mississauga Solo Parents Associated. Call us at 277-9868

**ST. Joseph's Michael Power Dads Club** honours Herb Stouder. Ticket No. 431

**LEARN** to sculpture your own nails. Phone 276-6340

**TROUBLED** - Lonely - Need help? Phone Telecare, Etobicoke, 741-9453

**PREGNANT?** Need help? Let's talk it over. Call Birthright, 277-4353

**CRAWFORD** Drapery - custom made. Reasonable prices. Call for free estimate. 534-5138, res. 654-4760

**621 Business Personals**

**DO** Something New - Phone Rendezvous Dating Ltd. (453-1661) 11 a.m. - 9 p.m.

**MEET** the special someone through our discreet dating service