

515 Office Help

cameo careers

EXECUTIVE SECRETARY. THE JOB: Definitely a career position with shtd. a prime requisite, every opportunity to "get involved." **THE COMPANY:** Established, diversified with interesting products. All benefits. **THE BOSS:** Ambitious, intelligent, demanding... and always on the move. **SALARY:** Negotiable, no clock-watchers please! **\$175 PLUS. ACCOUNTS PAYABLE.** Thoroughly familiar with manual system.

\$175. DICTA SECRETARY. Small busy sales office needs organized person to handle everything but accounting. **\$175 PLUS. BOOKKEEPER-TYPIST.** Up to and including T.B. using one-rite system. Small payroll.

\$150. DICTA-TYPIST. Mainly correspondence with variety that includes travel arrangements, phones, etc.

\$4.00 PLUS HRLY. PART-TIME. DICTA TYPIST. 2-3 days weekly. **OPEN PART-TIME.** French-English - Translator Typist. 3-4 mornings weekly.

\$150 KEYTAPE. Honeywell equipment. Alpha and Numeric. **RECEPTIONIST TYPIST.** A good work attitude, neat grooming, some typing and a drivers licence required (Deliveries to professional people is the main part of this job). Car Supplied.

BETWEEN JOBS?
WORK TEMPORARY • GOOD CHOICE NOW
247-7477 • 270-8888

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Inventory & Duty Control Clerk

National distributor of imported products requires a capable person to control dutiable inventory receipts/sales and prepare required documentation for collection of duty drawbacks and refunds.

This position requires good clerical detail skills. Familiarity with inventory procedures and customs routines would be an asset but is not essential.

We offer an attractive salary, excellent fringe benefits and pleasant working conditions.

Location - Toronto International Airport district. Own transportation required.

PLEASE CONTACT MR. R. GORDON
678-2870

MAILROOM CLERK

We require an individual for our Head Office Mailroom.

Duties will require some business experience, good organizational abilities, pleasant personality and a full command of the English language. Also included will be the opening, sorting and distribution of incoming and outgoing mail, switchboard relief and the use of various business machines. Some typing is required as the candidate will be expected to provide back-up for telex.

We offer a good starting salary and a full range of employee benefits.

Interested and qualified individuals are invited to apply to:

EMPLOYEE RELATIONS DEPARTMENT
 **BURMAH - CASTROL CANADA LTD**
3660 LAKESHORE BOULEVARD WEST
TORONTO, ONTARIO. M8W 1P2
252-5511

SUPERVISOR ORDER DESK \$11,500-\$14,000

A major manufacturer in Southwest Toronto requires a Supervisor for their Ontario Division Order Department. A general knowledge of warehouse procedures and a minimum 2 years supervisory experience are required to supervise in this union office.

A/R & ORDER DESK \$7,500-\$9,000

A Malton manufacturer requires a high school graduate with 2 years working experience and typing skills to work in their computerized Accounts Receivables Department. Good communication skills are necessary to process telephone orders and in the future, process all claims.

FOR DETAILS WRITE OR CALL RAY HARSANT 272-1445

 **HUMAN RESOURCES CENTRE**
165 DUNDAS ST. W., SUITE 703
MISSISSAUGA L5A 2Z4

SALES SECRETARY

Experienced secretary needed for 2 girl Sales Office at Bloor & Islington.

We are looking for someone with -
• Minimum 3 yrs. experience
• 60+ typing
• 90+ shorthand
• Flair for figures

To work with national Sales Manager.
Full Benefit program, salary commensurate with experience.

TO ARRANGE AN INTERVIEW PLEASE CALL

Barbara Busher 239-8126
THE ANDREW JERGENS CO. LTD.

WEIR & MARKSON

Requires an experienced

LEGAL SECRETARY

Call 279-7930

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The Peel Board of Education

HAS VACANCIES FOR THE FOLLOWING POSITIONS:

- **ATTENDANCE & COUNSELLING SECRETARY**
ERINDALE SECONDARY SCHOOL
2021 Dundas St. West, Mississauga
- **COUNSELLING SECRETARY**
PORT CREDIT SECONDARY SCHOOL
70 Mineola Rd. East, Mississauga
Hours—8 a.m. to 4 p.m.
- **SECRETARY**
PLANNING DEPT., CENTRAL BOARD OFFICE
73 King St. West, Mississauga

All positions are for a 12-month year, with emphasis on excellent typing, maturity of judgement and pleasant telephone manner.

Applicants should have at least 2 years business or related experience.

Commencing salary—\$165.50 per week.

Apply in writing only to—The Peel Board of Education, Mrs. M. Chapman, Personnel Office, 73 King St. West, Mississauga, L5B 1H5.

Inventory Control Typist

Medium sized firm in Jane-Eglinton area requires Typist to handle inventory control and parts order desk duties. A congenial personality, fluent use of English with a pleasant telephone voice, several years posting and Kardex system experience. Free parking, cafeteria, 100% Company paid benefits.

CONTACT MRS. HILLIARD
763-5191
Between 9 a.m. & 4:30 p.m.

JUNIOR COST ACCOUNTING CLERK

A reliable person to assist in our Cost Accounting Department. Duties consist of costing invoices, account reconciliations and preparation of expense statements.

We offer excellent working conditions and a full range of company paid benefits.

Please submit resume to:

D. C. READ
LEEDS & NORTHRUP, CANADA, LTD.
41 Constellation Court, Rexdale M9W 1K4

JUNIOR SECRETARY

\$145-\$150

Our West End Sales Office requires the services of a good, experienced Junior Secretary. This individual will have 50 wpm typing and dicta background, a good phone voice is also required as there is some customer contact. This position offers challenge and an opportunity for advancement.

961-4676

Administrative Assistant

To The Executive Vice President

Initiative, flexibility, sound clerical skills and 5 years of business experience required for Central Etobicoke office. Variety and responsibility for the generalist.

Reply in writing stating work history and salary requirements to: Box "Z", c/o The Etobicoke Guardian, 2980 Lakeshore Blvd. West, Toronto M8V 1K1.

COMPAIR CANADA LIMITED Fluid Power Division

2185 North Sheridan Way, Mississauga, Ont.

CLERK TYPIST

Required immediately for busy Sales Office

CONTACT MR. R. HIBBERD
822-7350 Ext. 247

SECRETARY

For Association Legal Department. Modern office, all benefits. Good English required. Excellent opportunity in interesting field. Rexdale bus stop.

MR. JAMES 247-7131

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MARKETING CLERK

\$160

A creative Person is required for this marketing area, with aptitude for figures. Excellent opportunity.

275-2366

 **MISSISSAUGA PERSONNEL**

CONTROLLER \$18,000-\$22,000

A distinctly Canadian manufacturer seeks a professional accountant - RIA or CGA - with at least 5 years progressive accounting experience in a manufacturing environment.

Reporting to the Vice President Finance, you will supervise a staff of 10 and be responsible for preparing the integration of department budgets, the assembly of corporate budgets; and the preparing and issuing of all financial statements. Experience with large scale data processing systems would be an asset; extensive costing background a prerequisite. (Assignment AC 4490).

FOR DETAILS WRITE OR CALL RAY HARSANT 272-1445

 **HUMAN RESOURCES CENTRE**
165 DUNDAS ST. W., SUITE 703
MISSISSAUGA L5A 2Z4

TYPIST/RECEPTIONIST

Required for a Consulting Engineers' office located at 169 The West Mall near Sherway. Typing 60 wpm, dictaphone, reception and telephone. \$135. per week. Call:

Mr. McCavour 622-6621

GIRL/BOY FRIDAY

Permanent/part-time for Insurance Agency. Previous experience preferred.

622-4220

SECRETARY

Mature person to work for General Manager of Mississauga manufacturer. Aptitude for figures, dicta typing, rusty shorthand or speed writing an asset. Hours—8 to 4:30. Located on bus route.

BY APPOINTMENT ONLY:

Mrs. Peters 625-2525

WE HAVE AN OPENING FOR AN

MTST-SC OPERATOR

With experience.

Starting salary \$181. weekly.

APPLY PERSONNEL OFFICE

CANADIAN STANDARDS ASSOCIATION

178 Rexdale Blvd., Rexdale, Ontario

PHONE 744-4016

KEYPUNCH OPERATOR

Must be good with 2 or 3 yrs. experience. Our 3 girl department is pleasant and working conditions are good, but the source documents come from the plant and are not easy to read. We use IBM 3270 Screens and 3741 Diskettes. Working hours are 8:30 to 4:30, Monday, Tuesday, Wednesday & Friday. Thursdays, 8:30 to about 6. Good salary, working conditions and fringe benefits.

APPLY TO S. W. GOODSON,

Samuel, Son & Co. Ltd.
2360 DIXIE RD., MISSISSAUGA

279-5460

RECEPTIONIST

Some typing and general office duties. 401-Dixie area. On bus route.

F. K. Peterson Tool Co.
1250 AEROWOOD DR., MISSISSAUGA

625-2125

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GOODYEAR

COST CLERK

We are seeking a person with a solid accounting background to work in our Cost Accounting Department.

The individual will prepare monthly factory operating cost reports as well as inter-factory billings as his/her major responsibilities.

We prefer a community college grad presently enrolled in a recognized accounting course.

Our employees enjoy good starting salaries and comprehensive benefit package.

SALARIED PERSONNEL DEPARTMENT
GOODYEAR CANADA INC.
3050 Lakeshore Blvd. West, Toronto
252-4441 Ext. 387

LONG MANUFACTURING DIVISION

 **BORG-WARNER (CANADA) LIMITED**

SECRETARY

We are looking for an enthusiastic and intelligent Secretary for the manufacturing team at our Bath Road Plant. The candidate should possess excellent office skills, pleasant telephone manner and good organizational qualities. This is an excellent opportunity for a successful candidate interested in developing a long-range career with a group of friendly people.

Good salary and benefit package to the successful applicant.

IF INTERESTED PLEASE CALL
678-6360

SECRETARY—\$170.

Mature Person with initiative. Lots of variety. Islington-Bloor area.

CLERK TYPIST—\$130.

Typing of 50 wpm of invoices, correspondence, reports and filing. Some experience required. Queensway area.

ORDER ENTRY CLERK

\$825.

Accurate typing required. Some exposure to EDP. 3 to 5 years experience. Downsview area.

JR. CLERK—\$150.

Verifying, using a calculator. Some exposure to inventory. Lawrence and Dufferin area.

SECRETARY—S/H—\$195.

Super job. P.R. work. Shorthand and typing excellent. Downsview area.

CALL

JOAN HOCKIN OR JANET JEFFERY

1243 Islington Ave.
Suite 611
(Bloor-Islington Subway)

239-2716

Rate Audit Clerk

Self-starter for our Revenue Accounting Department. An ability with figures and familiarity with calculators a must. We will teach the rest.

Call Mr. Dahonick
247-2111

KIPLING-401 AREA

United Van Lines (Canada) Ltd.

WANTED IMMEDIATELY

Girl/Boy Friday

With shorthand, for Manager Customer Service. Variety of duties. For appointment: J. Donegani.

Accounts Payable

INTERMEDIATE

For One-Rite system, typing essential. For appointment: J. Chambers.

BOMAG DIV. KOEHRING CANADA LTD.
625-6611

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Part Time MATURE PERSON
One girl office. Typing, some bookkeeping knowledge. 12:30 to 5 P.M. 677-5026.

ACCOUNTING \$160.

Modern, well established company near the Airport, close to public transportation requires responsible Person who has had some exposure in bank reconciliations and accounts receivable. Excellent advancement. Call Mr. Burke, Personnel World Ltd., 236-1036.

TYPIST-TEMPORARY

Northwest area. The Steno Pool, 2141 Kipling Ave. North.

745-7773

SECRETARY

Marketing Department of large company near Kipling-Lakeshore requires experienced career minded Person with typing approximately 45-50 wpm and shorthand 80 to 100 wpm. Excellent benefits and salary reviews. Call Mr. Burke, Personnel World Ltd., 236-1036.

MEDICAL CLINIC, Royal York & Queensway area requires:

EVENING RECEPTIONIST

5 to 9 daily, Monday thru Friday.

Call 259-8744

RECEPTIONIST

\$150

If a front desk position in a busy sales office with lots of public contact stimulates your interest, this could be the job for you. Near Kipling-Evans Avenue. Ideal for experienced Person with good typing. Call Mr. Burke, Personnel World Ltd., 236-1036.

PERMANENT employee looking for permanent work, no short term please, 25 years office experience, typing, bookkeeping, dictaphone and office management. Own car. 259-1921.

PART - time secretary, dicta typist to work at home, standard, 3 paragraph letters, reports, etc. Call Mr. McEwen 255-9944.

CLERK TYPIST

\$150

Modern Rexdale office near Carlingview and Dixon Rd. seeks experienced Person for variety of typing and general office duties. Must have pleasant phone manner for customer contact. Call Mr. Burke, Personnel World Ltd., 236-1036.

SPEND TOO MUCH OVER CHRISTMAS SEASON?

Our Company needs 6 people immediately to work part time evenings in our Advertising Department. Full time positions also available. For interview call

275-3291

PERSONNEL SECRETARY

\$180. +

Personnel Department of rapidly expanding firm near Martingrove-Rexdale Blvd. requires experienced Person for responsible position working directly for the General Manager. Handle confidential correspondence, maintain Employee records, test and pre-screen prospective Employees. Call Mr. Burke, Personnel World Ltd., 236-1036.

CLERK TYPIST — \$170

Mississauga firm req. typist with previous transportation exp. Super benefit package. Must be a Grade 12 Grad. Variety of duties. Call immediately - Susan Kerbel, Personnel World Ltd., 3035A Hurontario St., 275-8888.

DICTA TYPIST/ SECRETARY

Required by transport company, Mississauga area. Excellent typing essential.

277-2731

JUNIOR NEEDED

Downtown Toronto firm requires bright Jrs. Must be Grade 12 Grads. Exp. helpful but not necessary. Live close to subway or GO Train. Typing would be an asset. Good Co. benefits plus a variety of duties. Contact Susan Kerbel, Personnel World Ltd., 3035A Hurontario St., 275-8888.