

40A-TEMPORARY HELP

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41-EMPLOYMENT AGENCIES

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41A-CAREER TRAINING



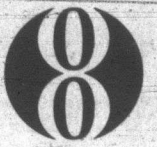
Be "Freer"

If you're looking for a permanent job, think about working temporary. Work when you want - where you want. It does make a difference. We have immediate openings for:

- TYPISTS
- CLERKS
- KEY PUNCH OPERATORS

Call Us Today

CONTACT THE OFFICE OVERLOAD BRANCH NEAREST YOU



office overload
A DRAKE INTERNATIONAL company

WESTON-REXDALE
DOWNSVIEW
ISLINGTON-BLOOR
KEELE & FINCH
LONG BRANCH

249-8409
781-6135
239-1111
630-0297
251-3351



Want Work
We have it.

Male-Female
Needed immediately for the following

- Warehouse Work
- Forklift Drivers
- Construction Labourers
- General Labourers

INVENTORY COUNTERS

For special assignment, Nov. 1st.

SHORT AND LONG TERM ASSIGNMENTS ARE AVAILABLE RIGHT NOW. APPLY ONLY ONCE AND THEN YOU WILL BE ASSIGNED BY PHONE FROM HOME.

APPLY MON.-FRI. FROM 6 A.M. TO 6 P.M.

2544 WESTON RD. 249-7236 331 LAKESHORE BLVD. W. 255-5594

MANPOWER
TEMPORARY SERVICES

We'll give you all the help you need.

DON'T BE
CAUGHT SHORT
FOR XMAS!!!!!!

Start to earn \$\$ NOW: Choose your location all West suburbs & downtown. Choose the days: If you are an experienced:

- o Secretary
- o Typist
- o Clerk/Accounts
- o Machine Operator

We have the jobs now! Top rates, fast pay!

tosi
TEMPORARIES LTD.

1252 THE QUEENSWAY 252-7115
30 BLOOR W., 203 922-5127

GENERAL PLANT HELPERS

For Rexdale

No experience necessary. Temporary work with openings on day shifts, evening shifts and night shifts. Day shift - \$2.75 per hour and evening or night shifts - \$2.95 per hour.

Apply to

Photo Engravers & Electrotypers Ltd.

2250 ISLINGTON AVENUE
PHONE 743-8920



Clerks

with office experience - we have all kinds of interesting Clerical jobs available right now. Work close to home doing filing, folding, collating, photo copy work. Adding machine, accounts receivable, accounts payable. INTERESTED. Please call.

231-6523 249-7281
1243 ISLINGTON AVE. 2083 LAWRENCE W.
(at Subway) (at Weston Rd.)

MANPOWER
TEMPORARY SERVICES

We'll give you all the help you need.

A/P CLERK

Work independently. One-Rite system, type cheques. Customer contact. Good future. \$100.++ Summit Personnel, 239-1186.

JR. DICTA

Sales and marketing for 2 people. Variety and interest in prestige offices. \$100.++ Summit Personnel, 239-1186.

42-DOMESTIC HELP WANTED

BABYSITTER required 5 days a week, for 13 month old baby. Burnhamthorpe - West Mall. Your home or mine. 274-1220; After 6 p.m. call 621-8244.

CLEANING lady wanted half day weekly. Own transportation preferred. 278-6338. AB

ELDERLY lady, babysit, my home. 2 small children 2 days, 2 afternoons. \$1 per hour. Streetsville 626-3099. AB

40A-TEMPORARY HELP

SEVEN-ELEVEN EMPLOYMENT SERVICE LTD.

SR. TRAFFIC CLERK \$10,000+
2nd or 3rd year graduate of Canadian Institute of Traffic & Transportation Course needed immediately by large, expanding company. Must have at least 5 years' experience in this position and be ready to assume all duties. Good future, great fringe benefits. Ask for details on file No. 51503 when calling.

ACCOUNTANT-OFFICE MANAGER \$10,000+
4th or 5th year CGA with supervisory experience and able to handle full set of books to financial statements. Good benefits, excellent future for intelligent, hard working individual. Call now, ask for information on file No. 51504.

Excellent opportunity for advancement to outside sales at a later date for an alert, experienced individual. Must have 2-3 years order desk background, ideally with an electrical company, or electronics firm. If you are outgoing, sales oriented, this is the company to be with. Good benefits, raises and fantastic future. Call now, ask for more details on file No. 51987.

ASST. SERVICE MANAGER \$8,000+
Mechanically inclined individual with background in service and appliances and a little supervisory experience is needed by northwest company. The successful applicant will be promoted to service manager in a very short time and will enjoy excellent benefits and good raises while working for this top company. Call now, ask for file No. 51976.

ORDER DESK & INVENTORY CONTROL \$OPEN\$
Some previous experience in the above required. Position entails the processing of orders, taking orders via phone, inventory control on cardex system, etc. etc. Good benefits and rapid raises. Very good future- eventually the successful applicant will move into outside sales position. Call now and ask for details on file No. 51505.

MANY OTHER TOP POSITIONS AVAILABLE
244-5501 1896 Weston Rd. (at Lawrence)

Dorothy Tyers STAFF SERVICES

REXDALE

TYPIST \$411.
With aptitude for figures, accuracy of typing emphasized - will consider someone permanent part time. Reference 8607.

DICTA STENO TO \$520.
Some shorthand helpful for Sales Department. Reference 8604.

FRIDAY JOB \$541.
Shorthand and superior typing, knowledge of bookkeeping. Early review. Reference 8472.

SWITCHBOARD TYPIST \$476.
Large cord board. Superior typing. Reference 8471.

TYPIST \$520.
Aptitude for math and good typing skills. Reference 8625.

ACCOUNTS RECEIVABLE-CREDIT & COLLECTION TO \$606.
Clients will also consider Junior with aptitude for figures. Reference 8625.

ISLINGTON

SENIOR BOOKKEEPER TO \$650.
Full set with managerial qualifications. Reference 8572.

SECRETARY TO \$650.
Shorthand, knowledge of bookkeeping helpful. Reference 8603.

MALTON

DICTA SECRETARY TO \$628.
For Distribution Manager. Shorthand, helpful. Reference 8623.

ACCOUNTS PAYABLE CLERK TO \$563.
Reference 8621.

CLERK TYPIST \$433.
Aptitude for figures. Reference 8615.

DOCUMENT CLERK TO \$540.
In charge of drawings and specifications and Company library. Reference 8620.

SECRETARY TO \$563.
For Personnel Director. Shorthand helpful, otherwise dicta. Busy and interesting. Reference 8619.

DOWNSVIEW

SECRETARY RECEPTIONIST \$541+
Dicta - good appearance for Customer contact. Car allowance - \$100. month plus gasoline. Reference 8610.

743-6631 239-8155

"I PRESUME YOU CAN TYPE"

Opportunities Available For

- Executive Secretaries \$135-\$150
- Bookkeepers \$125-\$160
- Typists \$100-\$120
- Dicta \$115-\$130
- Jr. & Sr. Stenos \$100-\$140
- Clerks \$100-\$125

EACH APPLICANT IS GIVEN PERSONAL ATTENTION AT



PERMANENT PLACEMENT SERVICE

Call 236-1818

Have a nice day at the office.



QUEENSWAY-LAKESHORE-MISSISSAUGA-PORT CREDIT
CALL: MISS ANN IAMARINO 239-7381

(Just across from Islington Subway Stn.)

\$120. PAYROLL CLERK
Excellent opportunity for mature person with McBee 1-Rite system. NCR machine experience - an asset. Mississauga.

\$115. KEYPUNCH OPERATOR
With IBM experience. Queensway.

\$90. FILE CLERK
To take full charge of filing department. Mature person preferred. Brown's Line area.

CALL: MISS THOMPSON 247-8287
WESTWAY PLAZA - KIPLING & DIXON RD.

\$90. TYPIST FRIDAY
Will train bright junior. Brown's Line.

\$115. ACCOUNTS PAYABLE CLERK
Your typing ability - along with accounts payable experience will keep you busy at this office on Airport Rd. File No. 277.

\$115. CLERK TYPIST
Expanding office in Rexdale has a new position coming up for the person who likes a lot of variety - reception, typing, phones. File No. 920.

\$95. RECEPTION TYPIST
This small switchboard leaves time for telex and copy typing in this office in Rexdale. File No. 940.

\$110. ACCOUNTING CLERK
Accounts receivable, computer coding and input and aging are part of this position where you can use your accounting experience. File No. 1908.

\$140. DICTA SECRETARY
Public relations office needs someone to work on their own with senior management people. Some relief switchboard. File No. 562.

\$135. SALES SECRETARY
Person with some supervisory ability is needed for sales department in this Malton office. File No. 686.

MANY OTHER TOP JOBS AVAILABLE NOT LISTED



BRUCE R. DUNCAN & ASSOCIATES (Formerly Brock Personnel)

\$6,760. SECRETARY
The Controller of a medium sized Company needs a super sharp Person who is capable of attending to all his needs. Handle correspondence, make appointments and just be pleasant. No dicta or shorthand required. Call Marg Whaley.

\$5,200. SWITCHBOARD OPERATOR
The field this Company is involved in can be exciting and fun. As their Switchboard Operator, the successful Applicant would be required to operate a cord board with 12 lines and 63 locals. The benefits are great, the atmosphere is super. This firm is located in the southwest end of the City. Call Deborah Nanton.

\$7,880. BOOKKEEPER
Here would be a great opportunity to work in an interesting Organization. A Travel Agency is looking for a qualified Bookkeeper capable of preparing books to trial balance, assisting the Manager in dicta typing duties and generally being an "all-rounder". Call Sandy Davison.

\$6,240. "ALL-ROUNDER"
Located near Hwy. 427 - Belfield Rd., this expanding International firm requires an "all-rounder" to help open this new Product office. The 2 People in charge are usually out on sales or service calls so the successful Applicant will be responsible for all facets of the office. Excellent typing and at least one year Canadian business experience required. Call Deborah Nanton.

\$6,500. RECEPTIONIST
Are you looking for a position near home? This small but well known company is looking for an exceptional individual. You must have a pleasant telephone manner, good typing ability and a sense of humour to fit in with all these great people. A car would be advantageous. Call Sandy Davison.

Call 361-1456
BRUCE R. DUNCAN & ASSOCIATES (Formerly Brock Personnel)



SEVEN-ELEVEN EMPLOYMENT SERVICE LTD.

SR. A-R CLERK \$135+
An individual with solid A-R background and some supervisory experience will be most welcome in this friendly office. Good raises, future and nice fringe benefits. Call now - ask for information on file No. 14368.

SECRETARY TO COMPTROLLER \$130
Busy office requires an alert figure oriented person willing to learn payroll and financial statements. Good dicta and 60+ typing are essentials. Raise in 3 months, good benefits and A-1 future. Call today - ask for details on file No. 13791.

SR. GIRL-GUY FRIDAY \$125++
Individual with good solid office experience dicta and 55+ typing needed immediately by large northwest company. Must be neat, conscientious and career oriented. Call for more details. Ask for file No. 13792.

MANY OTHER TOP POSITIONS AVAILABLE
Call: Jane Christie
244-5501 1896 WESTON RD. (AT LAWRENCE)

TRAINEE

Bright, aggressive Grade 12 Graduate for large Manufacturing Company. Excellent future for ambitious person. Can lead to marketing, accounting, advertising or sales.

TIME PERSONNEL 233-5574

MODEL PART TIME!

New faces needed for catalogues and magazines - teenagers and adults. Standard rates: \$25 per hour. Girls - must be dress size 7-12. Guys - must be 5'10" or over. Selection based on Directors judgement. Professional training available. Call now 9:30 a.m. to 5:30 p.m.

923-9895

Modelling Academy
17 Prince Arthur Avenue - 1 block north of Bloor and west of Avenue Rd.

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

42-DOMESTIC HELP WANTED

HOUSEKEEPER, part time, West Deane area. 622-1035.

CLEANING woman-man wanted every other Friday. Royal York and Queensway area. 259-7566.

RELIABLE cleaning woman for 2 adults in first class home, Islington area, non-smoker. References. 231-0683.

CLEANING lady wanted one day a week, Erindale Woodlands. Call after 4:30 p.m. 277-4413. AB

CLEANING lady wanted. One day every two weeks. 626-1270. AB

BABYSITTER required, one day a week. References. 621-2838.

43-DOMESTIC HELP AVAILABLE

CLEANING lady wants housework. Bloor-Royal York area. 239-4430.

VERY reliable European woman seeks daily housework. Vicinity Bloor-Markham-West Mall. 255-2844 after 6.

CLEANING lady available for housework once a week. 259-7113.

44-DRESSMAKING

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

DRESSMAKING & alterations, Dixon-Scarlett Road area 248-9064.

FURS restyled, repaired and cleaned. Reasonable. Work guaranteed. 241-1547.

DRESSMAKING and alterations, on better garments, 9 a.m. to 5 p.m. 251-3916.

DRESSMAKING. Tired of dressing with no individuality? Be yourself let us help you with our fast, efficient service and extremely reasonable prices. 749-8925 or 233-5934. Ask for Carol.

SEAMSTRESS, experienced in women's and children's clothing and alterations. Please call after 6:30 p.m. 745-2312.

EXPERT dressmaking and alterations. 251-0127.

45-MUSIC INSTRUCTION AND TALENT

PLAY GUITAR
On your 1st lesson.
Guitars for rent, adult or children. Call Mrs. Davidson.

\$1 Trial Visit
Folk guitar: 8 week \$25.00. Advanced, lead, rock, chord inversion. Mrs. Davidson has played professionally with "The Colony Trio." She has also taught in churches and a federal prison.

844-1045 AB

ALDERWOOD Music Studio - Violin, piano, cello. Professional instruction. Guaranteed results. All ages. 255-1688.