

515 Office Help

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**Sue Taylor Personnel**

**EXEC. SECRETARY** \$225+  
Work for President and his executive staff in this beautifully decorated office. Must have good shorthand with the poise, appearance and personality to greet top level executives. Rexdale location, good benefits.

**PUBLIC RELATIONS** \$160  
This fast growing firm in Mississauga has an immediate opening in the Distributor Relations area for a sharply groomed, people oriented individual. Typing and own transportation a must. Excellent paid company benefits, beautiful offices. Travel 2-3 times per year to Bahamas.

**GENERAL ACCOUNTING** \$12,000  
Rexdale firm seeks a community college accounting grad or 2-3 years in a RIA or CGA programme. Duties include cost analysis, budget work, etc. Any related experience helpful, excellent benefits.

**BILLING CLERK** \$160+  
Work with billings, invoices, etc. in this medium sized firm located in Rexdale. Variety of duties include telex and switchboard relief which company will train on. Excellent company paid benefits including dental.

**PAYROLL** \$190+  
Work on large computerized payroll (400) in lovely offices located in King/Yonge area. Must be familiar with related monthly reports and benefit remittances. Good benefits.

**ASSISTANT FLEET MANAGER** \$ OPEN  
Large Rexdale firm ideally seeks a community college graduate to train into this interesting varied position. Must be able to work on own initiative. Excellent company paid benefits including dental.

**Dicta Secretary — 3 MONTH ASSIGNMENT**  
Work for manager of personnel services in corporate office of very well-known firm located in Avenue Rd. & St. Clair area. Top rates.

MANY OTHER PERMANENT & TEMPORARY POSITIONS AVAILABLE BUT NOT LISTED

REGISTER NOW!

247-8608

**CLERK TYPIST**

Accounting Department

We have an opening in our Accounting Department for a Clerk Typist. Applicant must be experienced in office procedure and calculators and have excellent typing skills.

Good starting salary with excellent benefits and cafeteria facilities.

Apply in Person to the PERSONNEL DEPARTMENT  
60 Birmingham St., Toronto M8V 2B8

**Campbell soup Company Ltd**

251-1131, Ext. 319

**ANN IAMARINO PERSONNEL LIMITED**

3RD FLOOR—ISLINGTON CENTRE  
56 ABERFOYLE CRES.

JUST ACROSS FROM BLOOR—ISLINGTON SUBWAY

QUEENSWAY—ISLINGTON—MISSISSAUGA—MALTON  
REXDALE—WESTON—DOWNTOWN

CALL ANN IAMARINO—239-3964

\$11,000. TRAFFIC Dicta SECRETARY/FRIDAY with a little speedwriting or shorthand. Bramalea.  
\$11,000-\$12,000. CREDIT & COLLECTION CLERK. Must be experienced. Queensway.  
\$11,000-\$12,000. INTERMEDIATE ACCOUNTANT with approximately 2 years industrial experience and 2nd year RIA. Queensway.  
\$175+. RECEPTIONIST. PBX board with some accounts payable and accounts receivable experience. Very little typing. Queensway.  
\$200+. SALES SECRETARY with dicta and some shorthand. Excellent benefits and working conditions. Bloor/Lansdowne.

OTHER POSITIONS AVAILABLE BUT NOT LISTED

LARGE TRANSPORT COMPANY

Requires

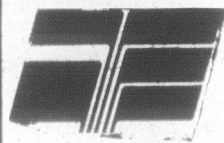
MANIFEST CLERK TYPIST

All male environment, 5 a.m. to 12 noon, full benefits

251-4151

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**ADMINISTRATIVE ASSISTANT**

Arts Etobicoke is seeking an Administrative Assistant for its recently established secretariat.

The successful applicant will be responsible for assisting the Administrator in the program activities of Arts Etobicoke. Applicants should be high school graduates, preferably with post-secondary training and previous experience. Accurate typing, good communication skills and a capacity to work within a volunteer structure are essential. Shorthand and bookkeeping abilities would be desirable. Applicants should be prepared to work occasional irregular hours.

Salary is commensurate with ability.

SEND DETAILED RESUME BY OCTOBER 6 TO:

ARTS ETOBICOKE  
Box 222  
Etobicoke, Ontario  
M9C 4V3



Boyle-Midway (CANADA) LIMITED

**ORDER CLERK**

Queensway-Kipling

To work in a busy order department, preference to applicants with experience. This position involves a variety of detail work, good telephone manner a necessity, attractive company fringe benefits. This is a permanent position.

For Interview Appointment Call  
Between 9 a.m. & 4 p.m.  
PERSONNEL

255-9163



570 TRAFALGAR RD.  
OAKVILLE, ONT.

**BOOKKEEPER**

We have an immediate opening for an experienced Bookkeeper or registered Accounting Student interested in a career in the Automotive Industry. Duties will involve payroll, accounts receivable, and general accounting. Salary commensurate with experience. Excellent fringe benefits.

Interested applicants should reply in writing to Mr. Mason or call 844-3273 for an appointment.

**Panasonic**

Secretary/Person Friday

Required for our Queensway-Kipling office. Duties will include personnel administration, assisting in the purchasing & general administration functions. Good typing skills required, shorthand & payroll experience would be an asset. Excellent working conditions in congenial atmosphere.

Apply in writing stating qualifications, experience & salary required to:

PANASONIC INDUSTRIES  
CANADA LTD.

1475 The Queensway, Toronto, M8Z 1T3

**MISSISSAUGA TIMES**

2300 South Sheridan Way

Requires a Part Time Receptionist

Reliable person with good telephone manner, for Wednesdays only, 6 a.m. to 6 p.m. Must have reliable transportation. For appointment call Lee Challis 823-3800.

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**West End Opportunities**

\$175 AIRPORT & HWY. 7. Opportunity awaits the Dicta Typist who enjoys growth potential, variety and a congenial atmosphere. New offices and great benefits.

\$175. DUNDAS & DIXIE. Put your typing ability to use as Front Desk Receptionist and handle overflow duties in this busy office.

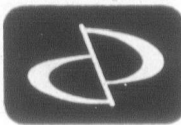
\$200. SALES SECRETARY for the Director of Sales & Marketing. Excellent benefits and working conditions.

\$170. EXCELLENT CAREER OPPORTUNITY involving customer service, typing and a flair for figures.

WESTWAY CENTRE 1243 ISLINGTON AVE., #706  
KIPLING/DIXON ACROSS FROMS UHWAY  
MRS. LAVERTY 247-8287 MRS. FROMAN 239-7381

NO APPOINTMENTS NECESSARY

Temporary Positions Also Available



DRAKE INTERNATIONAL company

**INTERMEDIATE MARKETING SECRETARY**

We have an interesting and varied secretarial position in our Corporate Marketing Department located in the west end near Royal York Road and the Lakeshore.

Applicants must be experienced in office procedures and have good typing and shorthand skills. Excellent company benefits and cafeteria facilities.

**Campbell soup Company Ltd**

60 Birmingham St., Toronto M8V 2B8

251-1131 Ext. 319

**MATERIAL CO-ORDINATOR**

We are a small packaging firm located in the Airport area requiring an individual possessing some knowledge in purchasing or inventory control whose present career path in the purchasing field has been blocked.

Selected candidate will have to be a self-motivated individual who rather than wait for things to happen, makes them happen. They will also have the ability to learn and the desire to grow. Eventually assuming the overall responsibility for purchasing, inventory control, scheduling, warehousing, costing, and quality control.

We offer a secure and rewarding future for someone with initiative, energy and ability. If you are the person we have described, please forward details of your career and salary history to:

NICE-PAK PRODUCTS  
CANADA LTD.

2797 Thamesgate Dr.  
Mississauga L4T 1G5

Or call 677-6422

**ACCOUNTING TRAINEE**

To be trained for general accounting work. Grade 12 essential. Excellent starting salary & company paid benefits. Submit resume & scholastic standing to:

BOX "RR",  
c/o The Etobicoke Guardian  
2980 Lakeshore Blvd. W. Toronto, M8V 1K1

**CLERK TYPIST**

Busy warehouse office requires efficient Clerk Typist, minimum 55 wpm, 2-3 years experience in shipping environment.

TELEPHONE PERSONNEL

ATLAS ALLOYS

161 The West Mall

622-3100

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Eileen Beatty & Associates Inc.

**SECRETARY ASSISTANT**

\$220 +

Our client, delightful president of well established company in Skyline area seeks a well groomed articulate assistant with above average secretarial skills and background in publishing or lithography company. This is a career position with extremely pleasant surroundings.

236-2686

**GAL/GUY FRIDAY**

Interesting opportunity for a person with initiative in small office. Duties varied and applicant should have previous experience in office routines. Dixon and Carlingview location and own transportation a must.

Call for appointment

MRS. MOFFATT

675-7565

Public Relations Typist

\$3 per hour, evenings and some weekends, Mississauga Road & 401 area. Call:

826-4861

**PART-TIME HELP**

Required immediately for ceramic studio. Aggressive, neat person who welcomes the challenge of varied duties. Availability 3 to 4 days per week of which Saturday is included. Phone 742-8449 between 7 p.m.-9:30 p.m. only.

**AIRPORT**

Rapidly expanding company is going to be in need of 3 or 4 persons to perform a variety of duties. Register now for openings in about 1 month's time. Newman & Soko Personnel Consultants, 270-5705.

**JUNIOR SECRETARY**

Very progressive company is urgently looking for person with 1-2 years' experience. Typing of 60 wpm and some experience in dicta. Lots of variety including reception and client contact. Must be well groomed and poised. Airport area. \$160. Newman & Soko Personnel Consultants, 270-5705.

**Receptionist/Sec.**

Is your shorthand slow but usable? Small company requires Secretary to President and Controller. West Mall & Bloor. \$190. Newman & Soko Personnel Consultants, 270-5705.

**PART TIME**

Typing & general office duties, hours open, Horner & Kipling area.

259-8245