

515 Office Help

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SUE TAYLOR PERSONNEL

\$180+ SECRETARY FRIDAY
Work on own initiative in this congenial West end office. Must be responsible individual with good secretarial skills including shorthand. Own car.
\$210+ CUSTOMER SERVICE
Well known West end firm seeks supervisory experience for their customer service area. Some exposure to data processing helpful. All benefits.
\$170 KEYPUNCH OPERATOR
Fully experienced keypunch operator familiar with IBM equipment. All benefits, West end.
\$140+ CLERK TYPIST
Will train on computerized inventory system. Duties include switchboard relief, telex and some typing. Full benefits plus dental. Grade 12 with 1 year — office experience. West end.

Many Temporary Opportunities Available
REGISTER NOW!
247-8608
EVENING APPOINTMENTS AVAILABLE

Sales Secretary

Experienced. Good typist and statistics Person. Responsible to the Vice President of Marketing. Excellent salary and benefits.

Call Mr. McAleer 236-2402
FOR APPOINTMENT

Receptionist Typist

Interesting position for someone with pleasant personality to handle telephone calls, typing, filing and other related work. Must be accurate typist.

Excellent working conditions in growing Company in Rexdale.

FOR INTERVIEW CALL
675-1638

COLLECTIONS

Aggressive Person required with 1 to 3 years collection experience. Duties include telephone and written contact with customers, reconciliation of accounts, and other related work.

Excellent working conditions in growing company in Rexdale.

FOR INTERVIEW CALL
675-1635

CLERK TYPIST

An opportunity exists for a Grade 12 graduate to join our Merchandise Planning Department as a Clerk Typist. The successful candidate will have accurate typing, good mathematical ability and a pleasant telephone manner.

We offer good working conditions, usual Company benefits and flexible hour plan.

Qualified applicants may apply in person and should be prepared to complete written aptitude tests.

CARLTON CARDS LTD.
1460 THE QUEENSWAY
255-6431

JUNIOR CREDIT CLERK

For Purchasing Department
• To handle customer credits and vendor returns
• Minimum Grade 12 education
• Some typing an asset

FULL RANGE OF COMPANY BENEFITS
For appointment call Barb Athron
252-5151 Ext. 236

RECEPTIONIST WEST END

Firm in Dixie and 401 area requires Receptionist. Must have pleasant telephone manner, some typing. For further information please contact:

Mr. Pierorazio 625-8801

ACCOUNTS RECEIVABLE COLLECTIONS

With experience. Must have good knowledge of Canadian cities. Must be able to age and reconcile accounts. Must also communicate with accounts by phone, apply cash on 1-Rite system and type monthly A/R age trial balance. Temporary position — may develop into full time. No agencies please.

H. RUHL MACHINERY CO. LTD.
40 Advance Rd.
CALL 231-6574

NIELSEN-IAMARINO PERSONNEL

**SUITE 702—ISLINGTON CENTRE
56 ABERFOYLE CRES.**
JUST ACROSS FROM BLOOR—ISLINGTON SUBWAY
Queensway — Islington — Mississauga — Malton — Rexdale — Weston — Downtown

CALL ANN IAMARINO 239-3964

\$8,000 CLERK to assist buyer. Some previous experience in this area preferred. Will assist with Kardex, setting up production control, scheduling, etc. Excellent opportunity for self motivated type of person. Mississauga.
\$200-\$300. BOOKKEEPER ACCOUNTANT. Experienced with general ledger and financial statements. Exposure to construction estimates an asset. Downtown.
HOURLY SALARY OPEN. Permanent part-time — experienced payroll clerk for computerized Bank of Montreal system. Also some McEe. Will try to arrange hours to suit Applicant. Queensway.
\$130. RECEPTIONIST. With good appearance and pleasant telephone manner. Some typing required. Lovely modern office. Dundas and No. 427 area.
\$9,500-\$14,000. ACCOUNTANT. With strong general accounting background to assist Chief Accountant. Must be a willing worker, interested in a variety of jobs such as accounts payables, receivables, etc. Downtown area.

MANY OTHER POSITIONS AVAILABLE BUT NOT LISTED

RECEPTIONIST TYPIST

Required by small congenial office. Duties include telephone reception, with some copy and dicta typing and filing. Insurance experience an asset but not essential.

Call Mrs. Pinkerton
233-1191 — 9 A.M. TO 4:30 P.M.

Part-Time Typist

Person to work as part time typist for Purchasing Department, 2 1/2 days per week, Malton location.

CALL TOM HALL
678-6297

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

EXECUTIVE SECRETARY

Interested in executive secretarial work, combined with a variety of activities in the sales/marketing area?

Tek Hughes Products Ltd. has an opening for an intelligent Person with a high level of secretarial skills (shorthand essential), imagination, initiative, and an organized approach to work.

To arrange an appointment call:

Mrs. Riley at 278-5527

Receptionist Switchboard Operator

We require an experienced receptionist/switchboard operator for our Executive offices.

The successful Applicant will preferably be experienced on a Pulse console switchboard and also will have some typing skills.

Excellent fringe benefits.

To Apply Please Call

Purolator Courier Ltd.
302 THE EAST MALL
236-2463

CLERK TYPIST

Required for West end automotive parts wholesaler. Clerical work involves assistance with inventory control. All benefits Company paid. Kipling-Queensway area.

CALL 251-3308

National Trust EXPERIENCED TELLERS

REQUIRED
Weston Branch
(WESTON & LAWRENCE) 249-7215
Lakeshore Branch
(LAKESHORE & 18TH ST.) 255-0169
PLEASE CALL THE BRANCH MANAGERS
For Further Information

ACCOUNTANTS

We have an immediate requirement for experienced junior and intermediate Accounting personnel in our Head Office in Southwest Metro.

DUTIES:
• Analysis of general ledger accounts
• Preparation of client billings and statements
• Journal entry preparation
• Assist in preparation of financial statements

QUALIFICATIONS:
• Previous Accounting experience, ability to meet deadlines and good communications skills are necessary
• A 2nd or 3rd year student in RIA or CGA for intermediate position or equivalent work experience

PLEASE CONTACT MRS. L. BARR
VS SERVICES LTD.
95 Brockhouse Rd., Toronto M8W 2W9
255-7381

STENOGRAPHER

This position requires a Grade XII Commercial Graduate with a minimum of 2 years experience for typing quotations, letters, etc. using steno cord equipment. Speed and accuracy in typing skills essential. Must be willing to train for switchboard relief.

THIS JOB OPPORTUNITY IS IN THE QUEENSWAY—KIPLING AREA

PHONE PERSONNEL MANAGER
255-1371 EXT. 272
9 A.M. TO 4:30 P.M.

CANADIAN HANSON LIMITED 45 VANSO ROAD, TORONTO

Payroll Clerk DAYMOND LIMITED

2441 ROYAL WINDSOR DR., MISSISSAUGA
We have an immediate opening for an experienced person familiar with all phases of payroll deductions. The successful applicant will possess good basic arithmetic skills and have a grade 12 education.

We offer a competitive starting salary and a full range of company benefits including 100% OHIP premium payment.

PLEASE CALL MRS. R. SAUNDERS
275-3810

Malton Company

Requires person to work on card inventory control system. Full time, 9 to 5.

CALL TOM HALL
678-6297

SECRETARY

To assist Brand Managers in a busy Marketing Department.

Should have good typing skills and ability to take dictation. Must be capable of working on own initiative and be detail minded. Hours 8:30 to 4:30. Usual Company benefits.

APPLY PERSONNEL MANAGER
Canadian Rexall Corp.
2501 STANFIELD RD., MISSISSAUGA
277-9403

Office Manager/Purchasing Agent

Required for medium sized manufacturing firm. Good working conditions. Should have good knowledge of all office routines, sales order procedures, stock recording, material control, import/export procedures, etc.

APPLY IN WRITING TO:

DANFOSS MANUFACTURING CO. LTD.
1230 Lakeshore Rd. East, Mississauga L5E 1E9

Part Time CLERK/BOOKKEEPER

Required for ladies wear chain. Must have ability to work with figures and at least 3 years experience. Pleasant working conditions and prospects for later full time job.

REPLY TO BOX "T", C/O THE ADVERTISER, 2980 LAKESHORE BLVD. W., TORONTO, ONTARIO M8V 1K1.

TYPIST/RECEPTIONIST

Mature person with experience for small office. Good working conditions and salary. Dundas-Hwy. 27 area.

Call 625-0491

EXPERIENCED SECRETARY

Required for General Manager of well established company. Kipling-Norseman area. Good typing and shorthand a must.

CALL MRS. SKALA
231-7274

Individual With Grade 12

Required for general clerical position, including filing, Horner-Evans location.

Mrs. Dare 255-4475

BOOKKEEPER

To trial balance. Experience in construction preferred. Dundas & Hwy. 427 area.

487-2436

JR. SECRETARY

Returning to work or Grade 12 Grad with 50 wpm typing. This position offers variety of duties and promotional opportunities. Queensway-Kipling area. Call Joan Hockin, 239-2716.

DGS

INVENTORY CLERK

Rexdale factory requires Clerk with an aptitude for figures. Job requires person to do general office duties as well as physical inventory procedures.

PHONE 677-1540
For appointment

DICTA SECRETARY

In Marketing and Sales Department. Must have at least 2 years experience. Good environment and all benefits. Dixie-Dundas area. Call Joan Hockin, 239-2716.

DGS

BILLING CLERK

For the special Person who enjoys lots of paper work and is math inclined. Some typing required. Busy, congenial office atmosphere. \$150-\$155. Dixie-Eglinton.

Ideal Personnel
279-8050

PERSON FRIDAY

One special Person to handle 1-Rite including trial balance as well as payroll, quotes, letters and phones. Dundas-Erin Mills. \$175-\$190.

Ideal Personnel
279-8050

Part Time Receptionist
Required
Call 259-1147
REID AND HOWELL R.E. REALTOR

EB ACCOUNTS PAYABLE \$160

Progressive Rexdale Co. seeks a well groomed Person with Canadian accounts payable experience and some typing. Lovely offices and excellent benefits.

236-2686

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 and telex skills. 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 perspective Employees. Call Mr. Burke, Personnel World Ltd., 236-1036.

Office Clerk

With knowledge of Accounting, bookkeeping, hand posting, etc. Dixie-Eglinton area.

PLEASE CALL

MRS. DEMCHUK

625-7900
SECRETARY \$175.

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.

520 Sales Help

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SENIOR SALES REP.

With opportunity to move into the management area. Ideal candidate will have proven track record in air conditioning, heating and refrigeration field, presently dealing with industrial and commercial accounts. Salary, commission and car.

INSIDE SALES

Ideal position for a growth oriented person with experience in the pipe, fittings and valve field. Your knowledge coupled with personality and expectations will give you an excellent opportunity with this manufacturing company! Salary — \$12,000-\$14,000.

Call C. Wolfe & Associates
484-4317

Large Coast to Coast Realtor is expanding and has openings for Experienced Sales Agents and also openings for Prospective Sales People who are now enrolled in the Real Estate Course.

Check these Advantages:

- Professional Selling Skills Course for Licensed Agents. This course is designed to sharply improve earnings in 1977.
- Leads supplied from Relocation, Referral & Estates Department.
- Guaranteed Trade Plan with T.V. Advertising.
- Full Mortgage Services.
- Generous Commission & Bonus Plan — lets you earn up to 70%.
- Management positions available in our new offices for management trainees or for those with Broker's license.

For Confidential interview phone:

Mr. J. Wallington
270-6000

at your service
CANADA PERMANENT TRUST REAL ESTATE
Woodside Mall, Mississauga
270-6000 - 9.9.30 Daily

2 SALESPERSONS NEEDED

For high volume Chev Olds Dealership in Oakville. To sell both new and used vehicles. We are interested in ambitious self-motivated persons with experience preferred. We offer an excellent compensation package and provide a company demonstrator. This is an outstanding sales opportunity.

For Interview Please Call
JACK KRANZ OR BRIAN CASE
844-2320

QUEENSTON TOWNE MOTORS LTD.
547 TRAFALGAR RD. OAKVILLE