

510 Skilled Help

TRAFFIC SURVEY TECHNICIAN

Duties include operation of automatic traffic counters including reading maps to locate survey sites, placing and starting counters at roadside, picking up counters and identifying counter tapes.

Qualifications required include valid driver's license, high school and ability to read maps. Candidates must be mature, career oriented and willing to travel extensively in southern Ontario.

Applicants both over and under 40 are welcome.

Salary is approximately \$13,000 per year with all travel expenses covered. Vehicle supplied.

Call Bertha Gataveckas

DOMTREC LIMITED

1763 Mattawa Ave., Mississauga L4X 1K5

277-0334

FITTER/MACHINIST

Required for manufacturing plant. Permanent position with good benefits.

APPLY:

ACROW-RICHMOND LIMITED

110 Belfield Road
Rexdale

245-4720

WELDER FABRICATOR

Must be capable of doing their own setup and all position welding. Portable welding experience is an asset. Steady days.

CALL 842-0609

CLASS "A" MECHANIC

For small car dealership

845-7575

BODY PERSON

Experienced, flat rate shop

278-2888

MECHANIC, class "A" for large well equipped Mississauga service station. \$300 base pay with flat rate. Generous health and dental benefits. Apply 1145 North Service Road.

MAINTENANCE WELDER

Two years experience MIG and TIG welding 8 to 4:30 p.m., five day week.

231-3103

MISSISSAUGA service station requires experienced Shift Manager. Minimum three years experience. Wages up to \$300 weekly depending on ability. Reply to: Box "DD", c/o The Mississauga Times, Classified Advertising Department, 2980 Lakeshore Blvd. W., Toronto M8V 1K1.

Wise buys... priced affordably. You'll find them in Classified.

515 Office Help



Canadian Stackpole Limited is a large manufacturing organization located at Browns Line and QEW. We have an immediate opening for a

Payroll/Accounting Clerk

This position will appeal to a self starter with a grade 12 education, good typing skills and a minimum of 2 years payroll and accounting experience. Your own transportation is essential. You will be responsible for 2 computerized bank payroll systems for approximately 180 employees as well as general accounting functions. We offer a good starting salary and comprehensive benefits package. To arrange an interview please call:

Larry Pratt 255-2373

Large Mississauga law firm requires

WORD PROCESSOR OPERATOR

Commencing October, 1980. Legal experience an asset.

CONTACT: TOM FURST

273-3300

510 Skilled Help

515 Office Help

ANN IAMARINO PERSONNEL

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

\$13,000 SALES DEPARTMENT SECRETARY. Some shorthand preferred. Queensway.

\$15,000+ EXEC. DICTA SECRETARY. Ideal for career minded person with top notch skills. Car a must. Malton.

\$10,000+ LEASING CLERK for retail dept. of growing Queensway firm. Some real estate experience an asset.

\$225+ DATA ENTRY CLERK. Univac experience preferred. West end.

\$12,000+ ORDER DESK. Queensway firm seeks experienced person with technical background.

\$240+ COMPUTER PROGRAMMER. Univac experience preferred. Queensway.

\$240 SHORTHAND SECRETARY FRIDAY. Excellent benefits and working conditions. South Queensway.

\$160 JR. TYPIST FRIDAY. Queensway.

OTHER PERMANENT POSITIONS AVAILABLE
TEMPORARY ASSIGNMENTS ALSO AVAILABLE

515 Office Help



SECRETARY/STENO

Sales office requires experienced Secretary/Steno with aptitude for figures. Good typing skills, shorthand necessary. Pleasant telephone manner.

For appointment call

MR. JOHN BREMNER

Christie Brown & Co. Ltd.

1775 SISMET RD., MISSISSAUGA

624-0770



GENERAL CLERK

General office experience and good typing ability.

Excellent starting rate and a wide range of company benefits.

Please call:

THE PERSONNEL MANAGER

675-1411

GARRETT MANUFACTURING LIMITED

A SUBSIDIARY OF THE GARRETT CORPORATION

256 ATTWELL DRIVE • REXDALE, ONTARIO

Sue Taylor Personnel

EARN EXTRA \$\$\$

A few of our many temporary assignments...

SWITCHBOARD OPERATOR 2 WEEKS

To work on busy 2-position cord board, Rexdale area.

TYPIST 2 WEEKS

Variety of copy typing in lovely offices located in Rexdale.

SECRETARY 1 WEEK +

Work for Division Manager of well known west end firm. Shorthand not necessary.

Excellent hourly rates paid weekly

PERMANENT & TEMPORARY

247-8608

515 Office Help



PRODUCTION AND INVENTORY CONTROL COORDINATOR

The Position:

This function includes responsibilities for production planning and inventory control, formulating short and long range plans for the distribution of products to meet customer and terminal demands; determining product inventory requirements and cost under alternate decisions; providing statistical reviews of operating results.

The Candidate:

Minimum of three to four years experience in production and inventory control or related function with High School education or better. Must have ability to deal effectively with people and also possess analytical skills. Please send confidential resume to:

Employee Relations Dept.
ALLIED CHEMICAL CANADA, LTD.
201 City Centre Drive
Mississauga, Ontario
L5B 2T4
276-9211

515 Office Help



SECRETARIES
DICTA TYPISTS
TYPISTS
STENOS

Are you eligible for statutory holiday pay + OHIP reimbursement + new high hourly rates???

MANPOWER TEMPORARIES ARE!!!

We have a variety of temporary assignments available in the Etobicoke/Rexdale area. All it takes is good skills and office experience. Call now for details:

231-6523

MANPOWER TEMPORARY SERVICES

SUMMER JOBS

Typists with 50 wpm for a variety of jobs, short & long term assignments. Downtown, west end and suburbs.

1243 Islington 236-1036
1901-F Weston Rd. 241-9181
3035A Hurontario 275-8888



Ed Allen's
Figure Workshop
RECEPTIONIST

We are looking for a cheery, flexible individual to work as a Receptionist in our Women's Exercise and Nutrition Workshop. Good phone manner and organizational skills are a must. Rockwood Mall.

Please call

624-0307



TELEX OPERATOR

Required immediately for a temporary assignment in the Rexdale area. Experienced in domestic and international. Please call 231-6523. Manpower Temporary Services.

ORDER PROCESSOR

Required for small west end office. Must be flexible with cheerful phone manner as well as able to use a calculator and figure oriented. Responsibilities will also include some typing, plus miscellaneous office duties. Salary \$150. Call:

TERRI

252-3113

PART TIME SECRETARY

9:30 a.m. to 3 p.m. 277-3971
or 459-9100 Ext. 127, Mr. Brar.

515 Office Help

CRYOVAC

ACCOUNTS PAYABLE/ ASSISTANT VOUCHERING CLERK

Involves the matching up of invoices to purchase orders and receiving reports. Vouchering expense reports.

Applicant should have completed basic high school accounting courses and be able to organize work.

Good benefits and working conditions.

Apply in writing with details of experience and education to:

Donna-Maria DeCaires
CRYOVAC DIVISION
W.R. GRACE OF CANADA LTD.
2365 Dixie Rd.,
Mississauga L4Y 2A2

k
KINGSWAY TRANSPORT LIMITED

Requires

BILLING CLERK

12 MIDNIGHT SHIFT

Applicant must have excellent typing skills, be able to work on own initiative and have a minimum of one year's experience. Excellent company benefits. Contact:

FRANK SIGINGER

Between 2 p.m. & 4 p.m.

622-3811 Ext. 246

BOOKKEEPER

Senior Bookkeeper with experience in journal keeping, bank reconciliation, ledger entries and trial balances involving high volume of transactions required by one of Canada's largest air freight forwarders. Must have references and car. Airport area.

CALL MR. WARREN

677-9067