

41—EMPLOYMENT AGENCIES

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41A—CAREER TRAINING



SEVEN-ELEVEN EMPLOYMENT SERVICE LTD.

CREDIT MANAGER \$16,000.

Top company needs businesslike individual with 2-3 years solid credit experience in bank (s). If you have the above experience and are able to talk to people from all walks of life call T. McMurtry, 233-1207. Ask for more details on file No. 52132.

SALES REPRESENTATIVE \$8,600.++
Potential earnings in this position will be from \$11,000 to 14,000 (salary plus commission). If you have previous direct sales experience, some technical knowledge and a car you're all set for an interesting career with a top company. They offer good territory, occasional travel, raise in short while and great future. Call David Lappin, 244-5501. Ask for details on file No. 52191.

ORDER DESK CLERK \$8,000.+

Grade 12 graduate with 2-3 years Canadian experience and mind for figures needed by contracting firm for order desk duties. This position will allow the individual to grow within the company and offers good raises and excellent fringe benefits. Call T. McMurtry, 233-1207 for details. Refer to file No. 52386 when calling.

JR. BUYER \$7,800.

Good opportunity for bright, outgoing individual with some customs and traffic exposure and 1 year experience. Position will involve acting as intermediary between large firm and their brokers. A good speaking voice, and neat, businesslike appearance is desired. Company offers top fringe benefits, good raises and great future for right person. Call Steven Showler, 244-5501 for more details. Refer to file No. 52209.

JR. DRAFTER \$7,200.

Ryerson graduate with 2 years active drafting experience and outgoing personality would be ideal for this position. Company specializes in steel products and needs person to produce crisp, clear drawings of products. This is a fantastic opportunity to double the salary above. Company would like to promote person in this position to outside sales later on. Call David Lappin, 244-5501 for further information. Ask for details on file No. 52211.

RECEIVER-SHIPPER \$OPENS

Previous warehouse experience and familiarity with transport rates and neat appearance are essential in this position. This position involves all normal warehouse-shipping and receiving duties plus some customer contact (in person & via phone). If you are the stable, presentable individual we seek call David Lappin, 244-5501. Ask for information on file No. 52189.

SALES REPRESENTATIVE \$\$\$\$\$

This is an extremely good opportunity for a person with 3 years experience in machine tool or cutting tool field. It involves calling on new accounts, established accounts and selling new line of tools to same. If you are a sales oriented individual with the drive required for this position you can be earning 12,000 in your first year. Company offers good commissions and car allowance, great future. Car required. Call John Romanelli, 233-1207. Ask for details on file No. 52421.

A-P CLERK \$140.

Company is long established in its field and offers the individual top raises, good opportunity for promotion and good fringe benefits (all paid). You will be involved in using mini (Philips) computer and keeping track of payables and all costs pertaining to each job. If this sounds like the kind of position you want call Shirlee Trevane, 233-1207. Ask for details on file No. 15588.

BOOKKEEPER \$140.

Must have 50 accurate typing and able to handle full set of books, good fringe benefits and top raises — call Valentina Deek (241-8611) for more details. Refer to file No. 15242.

SECRETARY-RECEPTION \$130.+

Ideal position for person with above experience, 50+ typing, 80 shorthand and good dicta skill. You will be involved in meeting customers in person and talking with them over phone. Good appearance, phone personality and above skills and experience are musts. Company offers good raises and 100 percent paid benefits. Call Donna Wilson, 233-1207 for more details. Ask for file No. 52211.

TOP SECRETARY \$130.+

This position involves working with vice president and general manager of top company. Company pays all benefits and offers good raises. All it takes is some previous experience as above, 70+ typing, 90+ shorthand and dicta skill (rarely needed). Call Janice Nowak, 244-5501, ask for details on file No. 13357.

CLERK TYPIST \$125.+

New position in established company offers good raises, excellent fringe benefits and good future. All you need is experience (as above), 50 accurate typing and a winning personality and it's yours. Call Jane Christie, 244-5501. Ask for details on file No. 15312.

SECRETARY \$125.+

Vice president needs capable person with 2-5 years experience, 60 typing, 80-100 shorthand and good dicta skill. Company offers excellent benefits, good raises and nice working atmosphere. Call Jane Christie, 244-5501.

BILLING CLERK \$120.+

An experienced person with 25+ accurate typing, eye for details and mind for figures will be right at home in this company. Ability to operate adding machine a must. Call Jane Christie, 244-5501 for details on file No. 15309.

INVENTORY CLERK \$115.+

Inventory and production experience are musts in this position. Some typing (35-40) required. Call Aileen May, 244-5501 Ask for details on file No. 15044.

CLERK TYPIST \$115.

Bright, cheerful person with 50-60 accurate typing and car needed by large company. This is an interesting position working in customer service department of large company. All you need is 50+ accurate typing and a nice outgoing personality. Good benefits, top raises and excellent future awaits. Call Mary Peters, 241-8611.

CLERK TYPIST TO \$110.+

Bright, energetic person to work in nice office. Bright, energetic person with mature outlook needed by top company. Must have 50 typing, 60-80 shorthand and 6 years or more experience in this position. Excellent opportunity for promotion, top benefits and very good raises. Lots of variety here. Call Lori Johnston, 233-1207. Ask for file No. 15289.

GIRL-GUY FRIDAY \$110.

All you need is good dicta skill and 50 accurate typing for this position. Company will train on procedures etc. Good benefits, raises. Call Donna Wilson 233-1207.

CLERK \$110.

Neat person with 1 year experience in credit and collections would be ideal in this position. 40+ typing required. Call Valentina Deek, 241-8611. Ask for details on file No. 15241.

A-R CLERK \$105.+

Eager, looking for a challenge? If you have 1 year experience (as above) and 35+ typing this is for you. Good fringe benefits, raises and excellent opportunity for advancement. Call Valentina Deek, 241-8611. Ask for details on file No. 15240.

INVOICE TYPIST \$105.+

Person with figure aptitude, 50+ accurate typing and some previous experience will enjoy this position. Must be stable, accurate and bright and have car. Good raises, excellent benefits and lots of opportunity for advancement. Call Mary Peters, 241-8611. Ask for file No. 15263.

TYPIST \$110.+

1 year office experience and 60 accurate typing are your tickets to success in this company. Good benefits, nice people to work with. Call Aileen May, 244-5501. Ask for more details on file No. 15043.



personnel world ltd.

DICTA SECY. \$120. + EXEC. SECY. \$140. +

Top skills and the ability to prepare a small confidential payroll will open the door for you at this Queensway background? Enjoy PR Kipling firm. Interested? background? Enjoy PR Call today!!

WEST MALL \$110.

Good typing skills, enjoy customer contact, knowledge of customs forms and the ability to work on your own are the keys to beautiful West Mall offices. For an appointment call now!

SWBD. TYPIST \$110. + ORDER TYPIST \$425.

Experienced person with pleasant telephone manner and some typing required by Rexdale firm. Excellent benefits offered.

STENO SECY. \$110. + MIA BASIC 4 \$110. +

Easy to get along with? Good West end firm requires typing skills and some rusty experienced person for in-shorthand are the interesting position in their requirements for this billing department. position in congenial west knowledge of MIA BASIC 4 a end engineering firm.

MANY MORE OPENINGS IN THE WEST END, SUBURBS & DOWNTOWN
CALL MADELINE DUNN OR JOAN HOCKIN
252-3515
OPEN MONDAY AND THURSDAY 'TIL 8 P.M.



Top Flight Personnel Ltd.

1243 ISLINGTON AVE., SUITE 712 (AT SUBWAY) 236-1208

\$120. SECRETARY FRIDAY

Good dicta typist — 4 day week and excellent benefits.

\$135. SECRETARY-BOOKKEEPER

Small manufacturing company. Lots of variety and cheerful atmosphere.

\$115. RECEPTIONIST TYPIST

Mature attitude, accurate typing. Architect-Engineering background helpful.

\$125. MANAGEMENT TRAINEE

Bright and aggressive type with sales-people experience. Car allowance.

\$105. JUNIOR COSTING CLERK

Industrial concern will train figure oriented person for challenging position.

\$100. CLERICAL

Unusual job dealing with people. Experience on calculator an asset.

OTHER POSITIONS AVAILABLE

let
us
pay
you more!

- secretaries
- typists
- accounting clerks
- switchboard
- machine operators



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After 5 p.m. call 247-7477

TIME personnel

EXEC. SECY. for Pres. Queensway. \$150. +
SECY. FOR COMP. IRLING. Islington \$140.
SECY. for Personnel Mgr. Rexdale. \$140.
EXEC. SECY. Excellent skills. Queensway \$135.
CLERK TYPIST. Swbd. & reception. Isl. \$120.
DICTA TYPIST. Letters & quotes. Malton. \$115.
KEYPUNCH OPERATOR. IBM equip. West Tor. \$115.
CASHIER. 2-10 p.m. Malton. \$100. +
CLERK TYPIST. Acct. background. Downtown. \$100. +
DICTA TYPIST. Steno pool. West Tor. \$100.
DICTA TYPIST. Lots of phone work. Rexdale \$100.
Six Points Plaza 233-5574

THESE AND MANY OTHER EXCELLENT POSITIONS ARE NOW AVAILABLE THROUGH THE FOLLOWING SEVEN-ELEVEN BRANCHES

233 1207
244-5501
241-8611

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Have a nice day at the office.



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A DRAKE INTERNATIONAL COMPANY

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CALL: MISS ANN IAMARINO 239-7381
1243 ISLINGTON AVE. N. SUITE 907
(Just across from Islington Subway Stn.)

\$100. CALCULATOR \$135. SALES & MARKETING SECRETARY
Congenial office. Mississauga.

\$115. NCR MACHINE OPERATOR \$120. TYPIST FRIDAY
Preferably with some payroll experience. Brown's Line.

\$140. ACCOUNTS PAYABLE CLERK \$120. SWITCHBOARD RECEPTIONIST
Excellent opportunity for senior person. West Mall. With cord board experience. Queensway.

\$90. CLERK \$140. SECRETARY
With a flair for figures. No typing. Queensway. For president of progressive Queensway office.

CALL: MRS. PAT McPHEE 247-8287
WESTWAY PLAZA — KIPLING & DIXON ROAD

\$90. LOOKING FOR THAT FIRST JOB? \$145. PERSONNEL SECRETARY
Your typing ability and flair for figures qualify you for this interesting and varied position. File No. TBR.

\$115. MALTON TYPIST \$115. ACCOUNTS RECEIVABLE
In this firm's accounting department, you will be typing corporate reports as well as correspondence. Good company benefits. File No. T 340.

MANY OTHER TOP JOBS AVAILABLE NOT LISTED



PEOPLE PLUS for people who need people

MTST SECRETARY \$25. month
SR. TYPIST \$125.
Shorthand and/or dicta.
ACCTS. REC. MACHINE OP. \$ OPEN
CALL KAREN 274-2381

SPECIAL JOBS

EXECUTIVE SECRETARY \$150.
Rexdale. Car required. Shorthand for Manager — Executive contact.

GOOD SECRETARY \$145.
Lakeshore-Brown's Line. Shorthand for sales executive.

DICTA SECRETARY \$120.
Kipling-Evans. Busy marketing manager.

RECEPTION TYPIST \$120.
Bloor-Islington. Call director — accurate typing.

NCR 395 \$125.
Mimico. Process & post payables.

SWITCHBOARD \$118.
Dixon-Martingrove. Busy board — accurate typing.

FRIDAY DUTIES \$115.
Belfield-27. Reception — type letters — some dicta.

EXPEDITE \$130.
Malton. Call suppliers — inventory records — some typing.

COLLECTIONS \$130.
Dixon-Carlingview. Experience required in telephone collections.

BRAMALEA SECRETARY \$140.
Shorthand for 2 company executives.

DICTA TYPIST \$120.
Malton. Customer service manager — variety.

STATISTICAL TYPIST \$115.
Malton. Experience with financial reports.

INVOICE TYPIST \$105.
Malton. Extend, calculate & type.

RECEPTION TYPIST \$115.
Dixon-Martingrove. Meet people. Accurate typing.

SALES ASSISTANT \$130.
Malton. Lots of typing & people contact.

DICTA SECRETARY \$135.
Malton. Assist busy branch manager.

248-6695

AFTER 6 P.M. & WEEKENDS CALL 233-7448
1908 WESTON RD. at LAWRENCE
SPECIALIZED PERSONNEL

BOOKKEEPING MACHINE OPERATOR

BURROUGHS L5,000 PAYROLL EVENINGS 4 TO 10 P.M.

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MRS. WEBSTER



office overload

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The Anderson People

DIXIE-DUNDAS 270-7323 SHERIDAN MALL AREA 822-5441

OPEN BRIGHT JUNIOR — Cheerful disposition, some typing, and filing and general office work. Excellent company benefits and swell fellow workers — we guarantee it!!!

\$90. CLERICAL POSITION — Junior or mature person returning to office field to work in pleasant atmosphere.

\$125. LEGAL SECRETARIES (2) — Approximately 2 yrs. experience desired (the more the better) to work with new lawyers in established congenial offices. Starting salary can be accelerated rapidly once you get your feet wet.

\$170. plus GENERAL ACCOUNTANT — This is your stepping stone to a bright future if you have the ability to supervise, to compile financial statements and accounts analyses.

\$150. INTERMEDIATE COST CLERK — 2 to 3 years' experience, in this field. Manufacturing background preferred. Terrific opportunity.

\$130. plus SECRETARY — Shorthand preferred but not essential. Excellent company benefits. Kipling-Evans area.

\$3. per hr. REC-TYPIST — Evenings and alternate Saturdays.

TEMPORARY POSITIONS AVAILABLE

Open Evgs. for your convenience

PRODUCTION SUPERVISORS

Machine Shop-Metal Stamping Plant
UP TO \$12,000 TO START

Expansion within this major Canadian Company has created a need for experienced foremen-women to supervise 25-30 people. The company offers paid overtime and an extensive company-paid benefit programme and excellent opportunity for advancement. Benefits include a wide variety of company-sponsored courses and a Christmas to New Year shutdown holiday with full pay.

A supervisory background in Metal Stamping or machining will qualify you for an interview with our client. For further details please contact me in strict confidence: Arthur Clark.

274-2381

230 Lakeshore Rd. E.



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42—DOMESTIC HELP WANTED

FAMILY with five school age boys, 5-18 years requires a live-out housekeeper. Must be good with children. Permanent position. 367-9615.

ROYAL York — Dundas
Experienced help, 5 days.
9:30 to 4:30. 233-6611.

ATTENTION DOMESTICS

THESE AND MANY OTHER EXCELLENT POSITIONS ARE NOW AVAILABLE \$750. HOUSECOUPLE. Lovely home, 2 school age children. Cook-housekeeper & Houseman-butler required. No chauffering. Private quarters, ample free time.

\$250. MOTHERS HELP. Business couples' small home. Care of 1 infant very light duties. Weekends free.

NO CHARGE TO APPLICANTS
925-2844
1465 YONGE (AT ST. CLAIR)
SEVEN-ELEVEN
DOMESTIC & NURSING SERVICES LTD.

HOMEMAKER, for Bexhill area home. Children's ages 5 & 3. Monday to Friday, 1:15 to 6:15. Drive home provided. Start January. 822-4830. AB

CLEANING LADY 8:30 to 2:30 Fridays. Transportation provided. 278-8368. AB

HOUSEKEEPER wanted. Lady, 4 room house. Call 259-8388.

CAPABLE woman needed with no child, half mile west of Port Credit bus stop. Large house, 2 adults. Half day weekly. Morning or afternoon. \$10 for good worker. 278-3483. AB

RETIRED gentleman requires housekeeper — live in. Light duties. Plain cooking. Good home. Salary negotiable. Reply Box N. c-o The Etobicoke Guardian. Box 156, Islington, Ontario. M9A 4X2.

BABY sitter wanted for occasional evenings and weekends. 7th Street. 252-4895.

WOMAN required for occasional sitting in my home; evenings, weekends, etc. Two children — 5 and 8. Clarkson area. 822-7328 after 7:30. AB

43—DOMESTIC HELP AVAILABLE

EUROPEAN day help available to clean your home or apartment. 769-3651 or 745-1620 after 5 p.m. Mr. Markulin.

CLEANING Lady available, like to have once a week cleaning. 259-7113.

44—DRESSMAKING

EXPERIENCED lady will clean apartments for business person, once every 2 weeks, giving you more leisure time at home. Rates: bachelor-\$10. 1-bedroom \$12.50, 2-bedroom \$15. Call Jean, 255-5832.

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

DRESSMAKING and alterations for Christmas. Call Jeany, 251-0124.

DRESSMAKING and alterations. Dixon-Scarlett Road area. 248-9064.

DRESSMAKING and alterations. 742-4359.

CLASSIFIED 823-2200