REXDALE-MALTON

TYPIST (a). 1975 B & C Graduates. Many positions for good typists \$120.+
PERSONNEL Secretary to Director Shorthand useful, all benefits \$160.+ useful, all tenefits
TYPIST. Modern offices. Interesting job with all benefits \$130.+
PAYROLL. Computer and manual experience. Large company, all benefits \$140 company, all benefits
ACCDUNTING CLERK. Posting, reconciling, some
\$140. payroll TYP IST. Credit Department. Variety includes billing \$150. \$140. KEYTAPE OPERATOR, Mohawk 7000

ETOBICOKE

PERSON—FRIDAY. Correspondence, light accounting, small friendly office \$130.+
TYP ST. Variety includes inventory control. From peable position. All benefits \$130.+
TYP ST. Phones, order taking. Plenty of variety in this

231 6561

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259-1171

678-7200

MISSISSAUGA

TYPICT. With billing experience to work with Ac-TYPE 1. With United States of the Count Receivable person \$150.

TELES OPERATOR (TWX). Will train good typist \$120.+

SECRETARY TO Buyer of International Retail stores.

Shortland \$150. Short and KEYTAPE OPERATOR. One or more years

270-8888

dameo career

DICTA TYPIST-SECRETARY

For Insurance Adjusting office. Location — Queen-sway Kipling.

Phone Mr. Scott 259-3245

CLERK TYPIST

West end photographic equipment importer has an opening in Accounting Department. This involves typing orders, invoices plus filing. Salary \$120.+

Call R.C. Macaulay 233-1101



SENIOR SALES SECRETARY

Kipling-Horner. Top sales administrator requires shtd. Super position for a person who finds excitement in doing sales comparison analysis combined with her secretarial abilities.

SECRETARY Malton. You will be happy working for this Nationally known cosmetic company. Shorthand. This is a responsible position for a self motivated person as your boss will be away a great deal. Good benefits.

BILINGUAL TRANSLATOR \$\$\$ OPEN

Dixie-Lakeshore. French correspondence and advertising copy to be translated and typed. Flair for interpretive meaning in both languages. Choice location.

Carlingview. Not a run of the mill typing job. Complete variety from good figure typing to accurate letters. For a change of pace, there are some clerical duties. WE HAVE OTHER POSITIONS AVAILABLE CALL NOW OR JUST DROP IN

279-8050 till 9 any evenings

1125 BLOOR ST. E., MISSISSAUGA

SECRETARY/FRIDAY

For Dixie-Dundas area.

Our Marketing Director requires an accurate, reliable person with dictaphone experience and secretarial skills.

We offer excellent working conditions, good salary and

CALL J. BELFORD 275-8000

Part Time Switchboard Operator

Required at Hearn Pontiac Buick Ltd. in New Toronto, evenings 5 until 9, Saturdays 9 to 6. No Saturdays during July and August.

Call Mrs. Cross 259-8211

PART TIME - 9-2

Experienced invoice typist and telephone order taker. Dixon-Carlingview.

677-7000 - MRS. STEPHENS

LAW OFFICE BOOKKEEPER

Experienced Bookkeeper required by Mississauga law firm. Candidate should be prepared to participate in other areas of office administration. Salary commensurate with experience and dedication.

CALL 270-9200

SECRETARY

With at least 5 years experience. In addition to all secretarial skills the successful applicant will be a highly motivated self-starter with a strong organizational ability.

For interview please call:

Mrs. B. Powell CIBA-GEIGY CANADA LTD. 622-3710

CLERK TYPIST

A variety of duties including mail, ordering office supplies, relief on switchboard, typing.

For interview please call: Mr. B. Powell CIBA-GEIGY CANADA LTD. 622-3710

Switchboard-Receptionist \$120/Wk.

For our young and vigorous financial organization. We're at Dundas and Prince Edward and we'd like you to be a West-end resident too.

There are lots of other things you can do around the place besides answering the phone, so you'll never be bored. (Tom, Peter, Ted & Jack will make sure of that!). Call Jim (the only sane member of the group) for an architecture.

236-2402

Experienced

SHORTHAND TYPIST

Required by west end sales organization. Top flight salary with excellent employee benefits. Pleasant working conditions. Located on local bus route.

PHONE 252-5252

JUNIOR CLERK

Applicants should have Grade 11 education and knowledge of business machines an asset. Good future for advancement.

APPLY EMPLOYMENT OFFICE CHRISTIE BROWN & CO. LTD.

> 2150 LAKESHORE BLVD. W. 252-4411 EXT. 261



Excellent position for person with 3-4 years solid bookkeeping experience. Will handle a complete set of books up to and including trial balance. Good benefits and future.

SECRETARY

Pleasant working conditions in this southwest office. Must have 50+ typing, 90+ shorthand and 2 years office exposure. Variety of general duties involved. Top benefits and future.

ACCOUNTS RECEIVABLE CLERK

Enjoy your working days in this modern, relaxed northwest office. Looking for a detail minded person with 1-2 years Accounts Receivable experience. No typing involved. Good benefits and future.

RECEPTIONIST

Wonderful opportunity for a pleasant, well spoken person with some basic typing ability and 1 year's reception experience. Will answer phones, greet clients, etc. Very good salary, benefits and future growth potential. growth potential. CLERK TYPIST \$125.

An accurate typing speed of 50 wpm combined with a 6 months office experience required to work in this northwest situation. Variety of general office duties involved. Top benefits and future.

THESE AND MANY OTHER EXCELLENT CAREER OPPORTUNITIES ARE NOW AVAILABLE THROUGH THE FOLLOWING SEVEN-ELEVEN BRANCHES. FOR MORE INFORMATION, CALL OR DROP IN TO THE BRANCH NEAREST YOU TODAY.

3339A Bloor W (at Islington) 1896 Weston Rd (at Lawrence) 655 Dixon Rd (Skyline Hotel)

233-1207 244-5501 241-8611



Anderson People

 SALES Opportunity knocks — if you have sold to an electrical distribution centre — good base salary plus car and profit sharing
 SECRETARY TO PERSONNEL MGR. Previous in Departure of the previous personnel on asset, but not an absolute. SECRETARY TO PERSONNEL MGR. Previous experience in Personnel an asset, but not an absolute must, however, good shtd. and typing is required \$160.
SALES ORDER (Dixie-Dundas) Self starter, accurate with figures good telephone personality \$160.
GIRL—BOY FRIDAY. Extremely attractive surroundings and interesting variety will make the days fly by!
KEYTAPE. Start immediately. Honeywell 7000 \$130.
SECRETARY. Combination of shtd. and dicta plus a very friendly office make this position very enjoyable. TEMPORARY POSITIONS AVAILABLE: TOP PAY

ETOBICOKE OFFICE 236-2363 SHERUDAN AREA 822-5441; 270-7323

AFTER 5 PLEASE CALL 270-7323

Insurance Clerk

For Agency. Auto rating essential PLEASE CALL 274-1521

Assistant Accounting Manager

A West end Publishing Company requires a self-starter currently enrolled in a recognized accounting course, preferably 2nd year.

Duties will include general ledger reconcilliations, financial statement preparation, maintenance of general and subsidiary ledgers and assist in future computer conversion of the general ledger.

We offer good prospects and excellent working con-

Send resume outlining experience and salary required

BOX "J" C-O THE ADVERTISER 2980 Lakeshore Blvd. W., Toronto M8V 1K1

SECRETARY

Our Sales Manager is looking for a well-organized motivated person to take care of his secretarial requirements with a minimum of supervision. If you enjoy challenge and responsibility, this is your opportunity to excel in a most interesting position. West end location with excellent access by public transit or care free packing. car, free parking.

C-O THE ADVERTISER 2980 Lakeshore Blvd. W., Toronto M8V 1K1



LITERATURE CLERK

We require someone in our Marcom Division maintaining the inventory, ordering and distribution of literature. If you are thinking of re-entering the work-force, this is an excellent opportunity to "re-learn" your office skills. Typing skills an asset. We offer good starting salary and a full range of benefits.

Interested applicants please call:

Shirley Morris 678-9430

Hewlett Packard (Canada) Ltd.

6877 Goreway Drive Mississauga, Ont. L4V 1L9

WESTINGHOUSE CANADA LIMITED

has the following positions available in the West Mall area of Etobicoke:

STENOGRAPHER

This is an interesting and varied position for an experienced stenographer who possesses initiative and is willing to accept responsibilities. Applicants must have a minimum of Grade XII education with good typing and office skills, a knowledge of shorthand and engineering functions is desirable.

RECEPTIONIST

This position presents a challenge to the individual who enjoys meeting the public both in person and over the telephone. We require an individual with Grade XII education, typing ability and experience in switchboard operation, (PBX).

For both these positions there exists advancement opportunity and excellent employee benefits, including group life insurance, income protection and pension

If you possess these qualifications and are interested in a career with a future, please contact:—

WESTINGHOUSE CANADA LIMITED **ELEVATOR DIVISION** 1 Westside Drive Etobicoke, Ontario

> OR TELEPHONE 622-1020

M9C 1B2

CUSTOMS HOUSE BROKER

Requires a Junior Clerk Typist who likes working with figures, for our airport office. Permanent position, excellent opportunity with a good future. For interview call:

Mr. Proctor 676-2590

LEGAL SECRETARY

For Etobicoke law firm.

LUCK & HARRIS 1 Greensboro Dr., (Corner Kipling & 401)

248-5505 Mr. Harris

EXPERIENCED ORDER CLERK-INVOICE TYPIST

For small company near airport. Customer order processing, invoicing, inventory control, purchase orders, assisting bookkeeper, phone, telex. Must be accurate typist and personable.

Call M. Wigan 677-7450

SECRETARY

We are looking for a well organized, self motivated person for general office duties. Interesting position. Must have good typing skills and a pleasant, courteous telephone-manner. Car essential.

FOR APPOINTMENT CALL 677-7761

BILINGUAL TYPIST (FRENCH ENGLISH)

Required for varied duties in modern office located near the Subway at Bloor and Runnymede.

Phone Mr. R. Coulter 766-1141

Receptionist Typist

Do you like dealing with people? Then you'll like working as a Receptionist in our Humbertown Savings Office. In addition to your reception duties, you'll be expected to use your fast, accurate typing in processing branch correspondence and miscellaneous forms. If you're a personable individual looking for a busy job with variety, then we'd like to hear from you. Call:

ROYAL TRUST 867-2034

SENIOR ACCOUNTS RECEIVABLE CLERK

- To be responsible for all National Accounts of a multi branch company. Duties include application of payments, file maintenance, correspondence and
- Minimum previous experience in Accounts Receivable 3 years.
- · Car an asset.

We offer an excellent fringe benefit package and attractive new offices in the Norfinch-Steeles area. Interested applicants contact \dots

Mrs. D. Williams at 661-1850

SENIOR CONSULTANT

We are seeking a career oriented person with drive and ambition plus future management capabilities. Applicant should possess a related Agency experience, the ability to co-operate and work independently with initiative. Understanding and a sense of humour.

This is a growth position for the individual willing to accept responsibility in return for "above average" satisfaction and remuneration.

Please reply in strictest confidence by mail or phone

MRS. Y. DILWORTH OR MRS. A. TURNER SUMMIT PERSONNEL

3065 Bloor St. W. 239-1186

363-1126

TYPIST

A medium size manufacturing company in the Queen Elizabeth Hwy, and Islington Road area requires a conscientious individual to act as Typist for the Purchasing Department and assist with routine duties in the Accounting Department. Remuneration commensurate with experience and qualifications. Apply in writing to:

BOX "H" C-O THE ADVERTISER 2980 Lakeshore Blvd. W., Toronto M8V 1K1

EXECUTIVE SECRETARY

ation recently incorporated and now into ou first phase of expansion.

Responsibilities for this position will include typing, dictation, and general office duties for the vice-president and secretarial assistance to other key staff members as requested. We are interested in candidates with three to five years experience at the vice of the control of the contr

Location: Bloor-Islington area.

Excellent fringe benefits, salary commensurate with

If you are interested in a challenging position please contact Mrs. Sanft at 236-1077.

Keypunch Operator

We now have a position available for a Keypunch Operator in our Data Processing Department. Ap-plicants should have a minimum of Grade 12 education and at least 1 year's experience with Univac 1700

This is a permanent position, $7\frac{1}{2}$ hour day, with a full range of Company paid benefits. For further information and appointment for in-

ANACONDA CANADA LIMITED 260-8TH STREET, TORONTO 14,

259-6611 Local 367

Accounts Payable Clerk

For small Appliance manufacturer. Must have some experience.

Please call MRS. O'BRIEN 251-6531

TEMPS

Long and short term assignments awaiting you. Top hourly rates, Call Cheryl at TOSI, 236-1036.

A FLAIR

FOR SALES

If you enjoy selling in the comfort of a friendly office, you will enjoy this salaried, plus bonus position. We are looking for someone to help our present saleslady with telephone sales. Experience in the Graphic Art Sales field would be an asset Browns Line & Evans Ave. area.

CANADA PRINTING INK CO.

> Brockhouse Road TORONTO, ONT. M8W 2T7 Toronto-Etobicoke

> > Branch

RED CROSS Typist, shorthand required. Varied, interesting work. Call Mrs. Tapping, 236-1056.

FRIDAY Extroverted typist for one Person Sales office. Weston. \$130.

Experienced Payables clerk Voucher system. Evans LYNN TATE

255-7779

\$150

PART TIME

Mature, dedicated, pleasant and capable Receptionist required from 3:15 to 8:15 p.m. Apply: 741-1421.

TYPIST Part-time in Clarkson area.

822-3175 RECEPTIONIST. Experienced Typist familiar with OHIP billings, for Opthamologist's office, West end. 239-3843. RECEPTIONIST.

40—SALES HELP

COMMISSION SALES AGENT

Required immediately by Canada's fastest growing specialty lighting company. You will call on Commercial, Industrial and Institutional Accounts and offer a selection of products and service unequalled in Canada today. Our flexible sales policies highest rate of sales policies, highest rate of all add up to immediate executive earnings. Ap-plicants over 50 welcome. Full time or Sideline. You do rull time or Sideline. You do no delivery or collecting. Commissions are paid weekly on all orders shipped, with no holdback. For further details, telephone collect (416) 632-9020 and ask for Don Crossley.

A FLAIR FOR SALES

If you enjoy selling in the comfort of a friendly office, you will enjoy this salaried, plus bonus position. We are looking for someone to help our present saleslady with telephone sales. Experience in the Graphic Art Sales field would be an asset. Browns Line & Evans Ave. area.

CANADA PRINTING INK CO. **Brockhouse Road** TORONTO, ONT. M8W 2T7

TO START

5800. MONTH

Salary-commission. 2 neat people with cars. 789-7285.