

515 Office Help

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520 Sales Help



**Clerical & Secretarial**

**SENIOR MARKETING SECRETARY** \$265+  
Excellent secretarial skills including shorthand and dicta to work for senior marketing executive and 4 marketing managers. Malton area.

**BOOKKEEPER/ACCOUNTANT** \$230+  
Rexdale firm requires Bookkeeper/Accountant in a registered programme with payroll experience.

**SENIOR PERSONNEL SECRETARY** \$250  
Solid background in personnel administration with good typing, dicta, shorthand an asset for progressive Malton firm.

**SECRETARY** \$200.  
Good shorthand, dicta and typing required for busy secretarial position reporting to senior management. Malton area.

**PAYROLL CLERK** \$200  
Competent payroll clerk with both manual and computerized experience and some personnel background for local Brampton firm.

**JUNIOR PAYROLL CLERK** \$160  
Figure-oriented individual with knowledge of accounting and payroll to work for 3 months in Toronto and then in company's new office in Bramalea.

**ACCOUNTING CLERK** \$165  
Manual payroll clerk with accounts receivable and collection experience for west end firm.

**LAB TECHNICIAN** \$190  
A real challenge for a lab technician who would like a position with variety. Part-time in the lab and part-time as receptionist. Mississauga firm.

**PERMANENT P/T TYPIST** \$4.50/hr.  
A good typist with accounting knowledge to work 3 days a week for east Woodbridge firm.

459-1617

**Technical & Accounting**

**INDUSTRIAL ENGINEER** \$18,500  
Aggressive expanding metal fabricator requires an integral part for their team. This I.E. should be a generalist experienced in time, motion and estimating.

**PLANT MANAGER** \$ Open  
Experienced Plant Manager with a good track record required by mid-sized manufacturer. This key position controls the complete manufacturing distribution scheduling and material control function. Involvement in plastic extrusion an asset.

**WAREHOUSE SUPERVISOR** \$15,000  
Working supervisor required by Mississauga distributor. Clean, modern company with small staff.

**PROGRAMMER** To \$24,000  
Modern manufacturing company is looking for a member for the data processing team. If you have experience in COBOL and want to work in a busy, progressive shop, they would like to talk to you.

**CHIEF ACCOUNTANT** To \$20,000  
Expanding U.S. subsidiary requires a sharp, promotable senior accounting student for local operation. Great ground floor opportunity.

**ORDER DESK** \$14,000  
Industrial products distributor requires an inside sales person. Must be good on telephone and looking for advancement — likely to outside sales.

**MARKETING REPRESENTATIVE** \$ Open  
Commercial division of general insurance company offers good salary, bonus and expenses.

**LOAN OFFICERS** To \$17,000  
For major financial group, good background in consumer loans field.

459-1617

284 QUEEN STREET EAST, SUITE 101  
BRAMPTON L5V 1C2



**IMMEDIATE OPENINGS**

ACCOUNTS PAYABLE. Exper. S. Miss. \$180  
CLERK TYPIST. West Etobicoke \$185  
CLERK. Some reception. S. Miss. \$140  
PERSON FRIDAY. Typing & clerical duties \$200.

For these and other PERMANENT OR TEMPORARY positions call for an appointment  
274-6688

**CAMPBELL SOUP COMPANY LTD**

Requires  
**SALES SECRETARY**

Opening available for a Secretary responsible to the District Sales Manager. Responsibilities to include typing, order desk and related sales administrative duties. Shorthand an asset but not a requirement. A good starting salary and full benefits provided.

Please reply in writing only giving full details to:  
**Mr. B. A. Kirkwood**  
**CAMPBELL SOUP COMPANY LTD**  
4214 Dundas St. West, Toronto M8X 1Y6



**BOOKKEEPER** \$15,000+  
Handle full set of books up to and including trial balance and financial statements on manual I-Rite system for this fast-growing interesting company located in Dixie/401 area. Good benefits.

**SECRETARY** \$200  
Work for Distribution Manager in this well known firm located in Rexdale. Lots of variety offered here for individual with 2 years plus secretarial background. Good company benefits.

**BOOKKEEPER/FRIDAY** \$250  
Work for small division of large firm located in Rexdale area handling full set of books up to and including trial balance. Typing required. All paid benefits include dental.

**TYPIST** \$175+  
Fast, accurate typist required for this busy export traffic department. Company will train individual with minimum experience and good typing skills. Excellent company benefits.

**SENIOR ACCOUNTS PAYABLE** \$190  
Work on computerized system for large north Rexdale firm. Lovely offices, all paid company benefits include dental.

**FRIDAY TYPIST** \$185+  
Work in busy Marketing Department in lovely offices of firm located in northwest area. Must be able to work on own initiative and enjoy a variety of duties. Must have excellent typing skills, good benefits.

**A/R A/P CLERK** \$185  
Work in beautiful office in Airport area on manual I-Rite system. Company will train on payroll for back-up purposes. 1 year plus experience, excellent benefits.

**RECEPTION/TYPIST** \$185  
Work in lovely office of Rexdale firm on busy console switchboard. Must have excellent telephone manner and sharp appearance. Good benefits.

**WAREHOUSE MANAGER** \$16,000  
Handle shipping, receiving and inventory control along with supervising small staff in this fast-growing firm located in Dixie/401 area. Experience a must. Good benefits.

247-8608

**WE WANT YOU THE NEW PROFESSIONAL REAL ESTATE GRADUATES & APPLICANTS**

- COURSE REIMBURSEMENT (\$350)
- SUCCESSFUL SALES TRAINING
- UP TO 80% COMMISSION
- FINANCIAL ASSISTANCE
- LIBERAL ADVERTISING - CHOICE OF LOCATIONS
- COAST TO COAST REFERRAL
- MOTIVATIONAL & INCENTIVE PROGRAMS
- NON-SELLING MANAGERS
- PERSONAL ENVIRONMENT FOR SUCCESS

West End 275-5225  
**CIMERMAN R.E. LTD.**  
RLTR.

**Are You Interested In Selling?**

Jewelry, skin and health care line. For appointment phone 791-1663 after 6.

**SALES PERSON**

Required for AMC Dealership. Auto sales experience not necessary.

FOR APPOINTMENT CALL  
**Mr. Ray J. Anskis**  
**McDOWELL MOTORS**  
W.A. McDowell (Toronto) Ltd.  
3085 Bloor St. W.  
(E. OF ISLINGTON SUBWAY)  
239-3111

**MATURE SALES PERSON**

Part time work in ladies' wear store. Kipling Heights Plaza  
742-4440

**EARN EXTRA \$\$**

For Christmas in spare time. Become a Michele Lynn Jewellery Fashion Coordinator. After 6 p.m. 274-0726. Mrs. Hart.

**TELEPHONE CANVASSERS**

Wanted for daily newspaper. We require conscientious people to work evenings and day shifts to do telephone sales with pleasant manner. Please call The Globe & Mail, 270-5430.

**Male or Female**

Earn \$5-\$7 per hour in your spare time. Service Fuller Brush customers with Christmas and regular products. Commission.  
864-1015

**SALESPERSONS** Salary — commission — expenses. Business Maintenance Services, 671-0418.

**START NOW.** Local AMWAY distributor offers opportunity for good earnings. You pick the hours, we train. For interview call 239-3302.

**INSTALLATION** sales person, commission plus bonus. Phone Retrofit Canada Limited. Call after 10 p.m. 651-3631 or during day 489-4080.

**BILINGUAL**

French English Speaking person wanted for tutorial and some office work, part time.  
251-8777

**SALES** person, minimum three years experience in better ladies' wear store. Part time — Rexdale Plaza. 743-0115

**EXPERIENCED** sales help required. Apply Patricia White — Humber-town. 231-7594



**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

\$11,500-\$13,000. ENGLISH/FRENCH DICTA SECRETARY. East Mall

\$10,000-\$11,000. MICOM 2000 WORD PROCESSING MACHINE OPERATOR. Queensway.

\$140. CLERK TYPIST with high school French. Queensway.

\$140. JUNIOR CLERK TYPIST. Small congenial office. Queensway.

\$200-\$210. PAYROLL PERSONNEL SECRETARY. Close to Sherway Gardens.

\$200-220. DICTA SECRETARY to work for 2 executives. Busy position with lots of variety. Queensway.

\$200-225. SECRETARY with dicta. Some shorthand. Top benefits. East Mall.

\$200+. DICTA SECRETARY for executive office. Some speedwriting and personnel work. East Mall.

\$160. TYPIST FRIDAY with a little previous experience. Dundas & 427.

\$185-195. ACCOUNTS PAYABLE CLERK. Computerized system. excellent hours. Rexdale.

\$140. ORDER DESK CLERK. Will train bright junior. East Mall.

\$190-195+. INVOICE TYPIST. Experienced person with a knowledge of general accounting. Queensway.

TEMPORARY ASSIGNMENTS AVAILABLE IMMEDIATELY

**JUNIOR ACCOUNTING CLERK**

This is a good opportunity for someone with a strong mathematical ability to join our small Accounts Payable Department.

The successful applicant would enjoy being busy and have a conscientious personality. Experience in computerized accounting would be an asset but not essential as this is a junior position.

For appointment please call  
**DIANA HAMMOND**  
621-9302

**Bookkeeper/Accountant**

To keep full set of books and prepare monthly financial statements for progressive sales orientated company located in Rexdale. Please send resume to:

**Mrs. P. Dirstein**  
**ALLIANCE CASH REGISTER LTD.**  
27 TABER ROAD,  
REXDALE M9W 3A7

**Receptionist**

Must have good typing skills and pleasant telephone manner. For appointment please call:

**Mrs. P. Dirstein**  
**ALLIANCE CASH REGISTER LTD.**

743-1500

LIBERAL COMPANY BENEFITS.

**SECRETARY**

Required for the Engineering Department of a company located in the Toronto west end.

The person for this position must be a responsible self-starter to perform all secretarial duties for a department.

Applicants must have either shorthand or dicta typing plus 1-2 years office experience. Previous employment in an engineering department would be a definite plus.

Excellent fringe benefits and competitive salary.

Send full resume in confidence to:

**BOX "H"**  
/o The Etobicoke Guardian  
Classified Advertising Department

2980 LAKESHORE BLVD. WEST, TORONTO M8V 1K1

**RESEARCH ASSISTANT**

An excellent opportunity in the research department of an educational association. Must possess good communication skills, an aptitude for figures and self-motivation. For an appointment, please call:

239-1101

**Campbell Soup Company Ltd**

We have three interesting and varied secretarial positions to managers in our Engineering and Marketing Departments.

Applicants must be experienced in office procedures and have good typing skills. Two of the openings require shorthand and one will require the use of a dictaphone.

We offer excellent company benefits and cafeteria facilities.

Send resume or call:

**Ms. M. McGillivray**  
60 BIRMINGHAM ST., TORONTO M8V 2B8  
251-1131 Ext. 319