

510 Skilled Help

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515 Office Help

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Maintenance Electrician:

\$6.59-\$6.81 per hour

The Central Region, Utility Operations Branch, MINISTRY OF THE ENVIRONMENT, seeks a qualified individual to maintain all electrical facilities in the South Peel Sewage System. You will inspect, repair and maintain all existing equipment and install new equipment of a minor nature as required. Location: Lakeview Water Pollution Control Plant, 1300 Lakeshore Road East, Mississauga, Ontario.

Qualifications: grade 12 with several years related experience; served a recognized apprenticeship in the electrical trade and hold a Ministry of Colleges and Universities Certificate from Ontario; familiar with the interpretation of wiring diagrams; ability to troubleshoot complex control circuitry relating to auto systems; working knowledge of the Ontario Hydro Code.

Please submit application by January 28, 1977 to: Administrative Officer, Ministry of the Environment, Central Region, File ENC36, 150 Ferrand Drive, Don Mills, Ontario, M3C 3C3.

This position is open equally to men and women.

 Ontario Public Service

SYSTEMATIC TOOL & DIE

Tool & Die Makers & Improvers

Jobbing shop experience, Rexdale area.

677-3372

EVENINGS 233-1876

ASSEMBLY PERSON

Mechanic, experience essential, with the ability to work independently, strong mechanical background, preferably in the assembly and repair of gasoline metering devices.

Call 239-3094

MULTILITH & AB DICK MGD OPERATOR

Must have stripping and plate making experience.

CALL AFTER 4 P.M.

252-6224

515 Office Help

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TELEX OPERATOR

A position is available in our Purchasing Department for a Telex Operator. Qualified Candidate should possess good typing with 4 to 5 years telex experience.

We offer flexible hours and company paid benefits.

Interested Candidates are invited to call: Mrs. Kerry Morrison, Personnel Department, Kilborn Limited, 36 Park Lawn Rd., Toronto, Ontario M8Y 3H8 - 252-4757.

KILBORN

PART-TIME SECRETARY

Duties to include sales quotations, filing and some telephone. Working for National Fleet Sales Manager. Pleasant surroundings.

PLEASE CONTACT MR. BASTINE

CANADIAN TRAILMOBILE LIMITED

35 Precision Rd., Rexdale, Ont.

743-7541

SALES CO-ORDINATOR

Required by material handling company in Malton. Should have experience in inventory control, telephone sales, customer service and related correspondence.

FOR APPOINTMENT CALL MR. LINES

677-9010

OFFICE HELP

Wanted full time or part time, Bloor-Kipling area.

233-7781

Need Extra Money?

EARN TOP RATES!!

DICTAS

TYPISTS

SECRETARIES

LONG AND SHORT TERM ASSIGNMENTS AVAILABLE NOW

Call Kathryn Wheeler

236-2638

 **commodore girl**
56 ABERFOYLE CRESCENT, 6TH FLOOR

- ORDER DESK CLERK
- INSIDE SALES

Preference will be given to individual with experience in the thermo plastic, pipe and fitting field.

Good starting salary and company benefits.

Please send resume including expected salary to:

BOX "C"

c/o The Etobicoke Guardian

2980 LAKESHORE BLVD. W., TORONTO M8V 1K1

TEMPORARY EMPLOYMENT POSITION

With the possibility of becoming permanent within 6 months. A challenging position for someone with a cheerful disposition and a good telephone manner. Individual must be completely bilingual in English and French. Typing an asset - a must for permanent employment.

APPLY:

Sentry's Replacement Lens Insurance

766-6630

Photographic Distributor REQUIRES SERVICE SECRETARY

General office duties, pleasant telephone manner, good typing ability.

Contact Mr. G. Brahms

625-9910

Part Time FILING CLERK

Required. Typing ability. Horner and Browns Line area.

Mrs. Hayes 259-4617

TYPIST

Accuracy is required to handle the typing of statistical reports and some correspondence. Knowledge of telex would be helpful. Previous business experience required.

SWEDA INTERNATIONAL

Dixie-Eglinton Area

625-6841

Order Department

We are looking for an ambitious individual to work in our Order Department. Duties will include telephone orders, order processing and Accounts Receivable. Will train on computer. Applicants must have grade 12 education, good typing skills and a minimum of 2 years experience in billing and related functions.

We offer good starting salary and above average fringe benefit package.

For interview call Mrs. Stephenson

678-2051

THE MENNEN COMPANY, LIMITED

6400 NORTHWEST DR., MISSISSAUGA

ADVERTISING DEPARTMENT

A book publishing company needs someone who is interested in a job with a variety of duties. Applicant must be a good typist and willing to learn, not a senior position. Islington-Judson area.

Phone 259-8248

SR.

BOOKKEEPER

\$\$ OPEN

Thoroughly experienced in all phases of bookkeeping including financial statements. Private office, good company benefits. Wilson-Weston Rd. Call Gladys Lenton, Personnel World Ltd., 241-9181.

SECRETARY FRIDAY

Small company in Lakeview area. Experienced person for full time position.

Phone 274-3697

BOOKKEEPER

Experienced bookkeeper required to manage all functions of small office in Mississauga. Must have ability to prepare monthly financial statements, accounts payable & receivable, payroll and deductions, sales recording and typing.

Send resume stating salary required to: Box "D", c/o The Mississauga Times, 2980 Lakeshore Blvd. W., Toronto M8V 1K1.

A/P CLERK

\$145.+

Some typing and exposure to accounting needed for this interesting position in Rexdale.

TIME PERSONNEL
233-5574

JR. CLERK TYPIST

Personable clerk with some typing to also train on telex. 30th Street-Horner. \$500.

Lynn Tate
Personnel
255-7779

G/B FRIDAY
WESTON \$160

For small congenial office. Variety of duties for someone who enjoys figure work and general office typing including correspondence and quotations. TTC to the door. Call Gladys Lenton, Personnel World Ltd., 241-9181.

CLERK TYPIST

\$135.

Bright Junior for mail distribution, telex and switchboard relief.

275-2366
MISSISSAUGA
PERSONNEL

EXPERIENCED SECRETARY

Must be efficient typist with shorthand. Duties to assist Office Manager and Sales Manager in correspondence, quotations, collections, relief switchboard and telex. Must be able to work on own initiative, good communicator, intelligent, reliable. Own transportation required. Rexdale area.

677-0720 EXT. 20

Dental Receptionist/Assistant

Will train but must have office experience. Weston/Etobicoke area. Please write stating particulars to: Box "Y", c/o The Etobicoke Guardian, 2980 Lakeshore Blvd. West, Toronto M8V 1K1.

Canada Trust

REQUIRES Experienced persons for the following positions:

Teller

For our Branch at Lakeshore & 7th St.

TUESDAY TO THURSDAY, 9 to 5:30 p.m.

FRIDAY, 9 to 7 p.m.

SATURDAY, 9 to 3 p.m.

Part Time Teller

For our Branch at Eglinton & Wincott

THURSDAY & FRIDAY, 4 to 8 p.m.

SATURDAY, 9:30 to 3 p.m.

We offer excellent working conditions, generous fringe benefits and competitive salaries.

For appointment please call PERSONNEL DEPARTMENT

362-6161

Receptionist Typist

Mature, reliable individual for active Northwest Real Estate Office. 9 to 5:30. Salary commensurate with experience.

CALL MR. BENNHARDT

Polzler Real Estate Ltd.

745-3500

Dicta Friday

Responsible individual required by sales department of transport company. Salary \$150 per week. Own transportation needed.

PLEASE CONTACT

Lynn 671-4000

8:30 TO 4:30

BRAZEAU TRANSPORT INC.

7099 TORBRAM RD., MISSISSAUGA

DENTAL RECEPTIONIST

Mature, experienced. Browns Line.

PHONE 223-9430 AFTER 6

FILING CLERK

We require an experienced Filing Clerk with minimal accounting exposure for a busy office.

Qualified persons please apply to:

DECCA MARINE

23 SIX POINT RD., ETOBICOKE

239-1161 Ext. 27

PERSON FRIDAY

National Food company in Rexdale requires a mature Person Friday to handle a variety of duties for the Industrial Marketing Director and 2 Sales Managers. Aptitude for figures, telex, good typing and organizational skills, a mind for detail and being a self starter is important. Excellent fringe benefits.

249-8561 Local 202

Billing Clerk

Responsible individual required to assist in our invoicing department. Suit Person who likes working with figures and who has experience on bookkeeping or billing machines. Queensway-Islington area.

Phone 255-5551

REGAL TOY LTD.

CLERICAL POSITION

Duties include telephone reception, manual visi-records inventory control. Must have accuracy with figures and typing at 60 wpm.

Mr. Wilkinson

239-2351



EXPERIENCED TELLER

Required

CONTACT MR. MORTON

677-6379

ROYAL BANK OF CANADA

Airport & American Branch



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

\$125. JR. CLERK TYPIST with typing of approximately 50 wpm and a flair for figures plus pleasant telephone manner. Excellent opportunity for promotable type. Queensway.

\$170.- TYPIST-SECRETARY FRIDAY to work for President and Sales Manager of small congenial office. Must be able to handle small payroll. Queensway.

HOURLY SALARY OPEN. PERMANENT PART TIME. Experienced Payroll Clerk for computerized bank system. Also McBee. Queensway. Will try to arrange hours to suit applicant.

\$175.-\$180. ACCOUNTS PAYABLE CLERK with approximately 5 years experience and mature attitude. Company offers excellent benefits. Belfield & No. 27 area.

UP TO \$20,000. SALES ENGINEERING ESTIMATOR for fast growing engineering company. Located in West end. Ideal person would have 2-3 years experience as a Draftsperson. Principally electrical. Excellent opportunity for self-motivated Person.

\$180.-\$200. CUSTOMS-TRAFFIC CLERK. Experienced with import and export documentation. Sales refunds, etc. Excellent company. Queensway.

MANY OTHER POSITIONS AVAILABLE BUT NOT LISTED

SWEDA INTERNATIONAL

DIXIE- EGLINTON AREA

Requires

Accounts Receivable Clerk

Should be experienced in all phases of a manual Accounts Receivable system. Excellent Company benefits.

625-6841



IDEAL PERSONNEL

PERSON FRIDAY \$200-\$210
Interesting position for the one Person office. Full set McBee to trial balance, small payroll, correspondence for Pres. and Sales, invoicing etc. Excellent benefits. Dixie-Eglinton.

A/R TYPIST \$160
To prepare A/R and type invoices in congenial office setting. Dixie-Eglinton.

A/P TYPIST \$150
Terrific position for the math oriented Person who enjoys variety. Prepare payables, posting and invoicing. Dixie-Eglinton.

OFFICE SUPERVISOR/SEC'TY \$200-\$225
Divisional Mgr. of small Mfg. firm requires a Person to assist him by running the inside sales office. Pricing, quotations, liaison, shld. and lots of potential. Dundas-Wharton Way.

279-8050

3130 Dixie Rd. at Dundas

OPEN THURSDAY 'TIL 8 P.M.

MAIL CLERK

We require a Grade 12 Graduate to sort and distribute mail within our offices and plant, handle outgoing mail and operate postage meter, and assisting in our printing department.

We offer congenial working conditions and excellent employee benefits. This position can lead to promotion to other departments.

Successful applicant will be friendly and physically capable of carrying and lifting large parcels. No experience necessary.



CONSUMERS GLASS CO. LTD.

777 Kipling Ave.

Toronto M8Z 5G6

239-7151, Ext 256

BETWEEN 9 A.M. & 4 P.M.

Secretary/Receptionist

For office located in the Kipling South area. Experience in advertising and marketing an asset.

Forward resume including experience, references and salary range to:

SOMMERVILLE INDUSTRIES LIMITED

137 Horner Avenue, Suite C,

TORONTO, ONT. M8Z 4Y1

Attention: Mr. Jack Harris