

39—SECRETARIAL & CLERICAL

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40—SALES HELP

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41—EMPLOYMENT AGENCIES

INVOICE TYPIST

We require an experienced invoice typist. Applicants should be familiar with I.B.M. electric typewriter and capable of doing extensions of invoices. Queensway-Kipling area.

251-3145



The Oshawa Group Limited
125 The Queensway
Toronto M8Y 1H7, Ont.

BILLING MACHINE OPERATOR

We have an immediate opening for a billing machine operator, preferably with 2 to 3 years experience to post billings on an N.C.R.

FILE CLERK

If you are a Grade 12 graduate and are looking for a position with promotion in mind, this is an excellent opportunity to begin your business career.

We offer attractive starting salaries, regular reviews, and one of the best available benefits program which is fully company paid after 3 months of employment, including semi-private hospital coverage, 100 per cent reimbursement for prescription drugs and a dental plan.

For confidential interview, please call:
MRS. GLORIA MCKNIGHT
259-6812

SALES SECRETARY

To co-ordinate the communication between customers, sales personnel and management. This is a permanent position and an interesting job for the right person. Kipling-Evans area. Shorthand and typing needed with accuracy preferred to speed.

For Appointment

Call Mr. Hume

255-7371

RECEPTIONIST/TYPIST

Required for small office.

APPLETON ELECTRIC

252-1175

SECRETARY TYPIST

Required for Sales office work. Pleasant working conditions with good variety of work. Experience. Some shorthand helpful, but not essential.

Apply A. E. Burr

I-E-C Holdent Ltd., Rexdale

249-8291

Receptionist/Typist

Experienced with pleasant telephone manner and interested in a job variety. Queensway and Islington area.

FOR APPOINTMENT PLEASE CALL

252-3374

CLERK TYPIST

Required immediately. Mature. Company located in the Rexdale area. Pleasant working conditions.

FOR INTERVIEW PLEASE PHONE

Mr. Garvagh 241-4658

Office Help Required

TYPING

AND SOME BOOKKEEPING

KNOWLEDGE NECESSARY

APPLY

North Islington Motors

Ltd.

851-0748

SECRETARY

for Doctor's office Lakeshore Blvd. and Burlington Street. Good typing essential. Will train willing worker.

WRITE

BOX 9,

the advertiser

2980 Lakeshore Blvd. W. Tor. 14.

Accounting Clerk

Required By

GM Dealer

Duties to include new & used car sales journals & related inventories. Must be experienced in the G.M. Dealer's standard accounting system.

Call Mr. Gray or Mrs. Innes



231-2285

KEY PUNCH OPERATOR

PART-TIME

We require the services of a Key Punch Operator with at least three years experience for our Head Office located at Hwy. 427 and Evans Ave. We use Univac 1701 machines and the majority of our work is numerical coding. Interested parties are asked to contact the Employment Officer.

255-7380



VS SERVICES LTD.
95 BROCKHOUSE ROAD
TORONTO (416) 255-7380

FILING CLERK

Required for office. No experience necessary.

We offer pleasant working conditions with Company paid benefits.

For Interview Telephone

L. Mihalek 255-1311

N.C.R. Operator

with experience on 3900 or 3900. Grade XII Commercial graduate preferred.

APPLY PERSONNEL DEPARTMENT
For appointment please call E.A. Smith

CANADIAN
HANSON
LIMITED
45 VANSO ROAD, TORONTO 540, CANADA
255-1371 Ext. 272

GIRL FRIDAY

Boy

For an Operations department of a large Plastics Company in Rexdale. Should be able to work with a minimum of supervision and have some experience in Purchasing, Scheduling and Inventory Control. Good typing essential, shorthand an asset.

Good starting salary and excellent fringe benefits. Send resume or phone for appointment.

Portion Packaging Ltd.

26 TIDEMORE AVENUE, REXDALE

PHONE 741-6182

Part Time Evenings

RECEPTIONIST-TYPIST

For busy Real Estate office, Bloor-Kipling area.

Call 239-4361

RECEPTIONIST TYPIST

Real Estate office at Kipling and Dundas requires a congenial Receptionist with good telephone voice. Experience in Real Estate preferred.

Call Gerry Moritz After 6 p.m.

236-1766

G. Moritz Realty Ltd. Realtor

INVOICE TYPIST

With telephone and reception duties, required for medium sized Manufacturing Company. Must have own transportation. Dixie and 401 area.

Call 677-1850

40—SALES HELP 40—SALES HELP

SALES CLERKS

FULL AND PART TIME

Apply:

KEYNOTE CARD 'N PARTY SHOP
WESTDALE MALL
1151 DUNDAS ST. W.
Thursday October 25 between 10 am and 2 pm
MR. JOHN BOWDEN

REAL ESTATE \$\$\$?

HOW ABOUT YOU?

Attend



REAL ESTATE

"CAREER" SEMINAR ★

- The Career-Outlook
- Sales Opportunities
- How To Get Started

No Cost. No Obligation

Date: Nov. 5 to Nov. 8 inclusive
Time: 6:30 to 9:45 p.m.

Place: 2579 Hurontario Street

Enrolment Limited

PHONE MISSISSAUGA 279-8300
ETOBICOKE 239-4361
MALTON 677-8621

NOT A SUBSTITUTE FOR GOV'T REQUIREMENTS.

ANDY MORRISON

Alderwood Plaza

has "the opportunity" for YOU!

Salary program for beginning sales people.

Fully trained sales people earn over \$15,000 in their first year of selling real estate. Our present expansion program has opportunities for all levels of sales people and brokers.

For further information call

259-5445

ANDY MORRISON REALTOR
ALDERWOOD PLAZA

AVON CALLING

AVON CHRISTMAS EARNINGS

Can help make the holidays happier for your entire family. It's easy selling fine Avon products from our irresistible Christmas catalogs. Call now:

925-4255

AREAS OPEN:

61 Richview Side Road; Fenley Dr. and Islington; Dixon Rd. and Kipling; LaRose and Islington.

Lakeshore and Symons; Trueman and Queensway; Prince Edward Dr. and Glen Ellen; Vandusen Blvd. and Thompson Ave; Berry Rd. and Parklawn.

TO BUY OR SELL AVON CALL . . . 925-4255

COMMISSION SALES OPPORTUNITY

Required: Several persons to join our sales staff. This is an excellent opportunity to improve or supplement your present income. A full time commission sales person, experienced with a proven record in selling — preferably in the cable television industry. Part time commission sales persons select your hours, experience not essential for the right persons. Apply:

TERRA COMMUNICATIONS LTD.

2540 Hurontario St., Mississauga

270-2424

AB

Sales & Service Representative

An aggressive self-starter who enjoys sales is required to initiate sales and maintain service on a quality line handled through grocery outlets. The ability to supervise is mandatory. Salary, commission, car and expenses. If you meet these requirements, reply in your own handwriting:

Mr. W. Kopko

General Sales Manager

HOUSEHOLD RENTAL SYSTEMS

Division of Boyle Midway (Canada) Ltd.
P.O. Box 7, Station "U", Toronto, Ont.

AB

Openings Available

For

SALES PERSONNEL

To handle counter top dishwasher. Commission.

277-4718

Or

749-0447

WELDING SALES

Fast growing welding sales company, involved in all welding processes, engineering sales and service programs, needs additional sales oriented technical representatives. Salary, commission and bonus arrangement.

Send detailed resume to:

BOX 11

THE ADVERTISER
2980 Lake Shore Blvd. W.
Toronto M8V 1K1

TRY SALES WITH A SALARY

We need a salaried sales person to sell all lines of insurance in Lakeshore-Etobicoke Community Credit Union office, located at Lake Shore Blvd. and 10th

be a self-starter, enthusiastic, able to meet the public and have an aptitude and interest in sales. Sales experience helpful but not necessary. Training will be provided. Good salary and benefits.

Write or phone our main Personnel Office:

925-1441



387 BLOOR ST. EAST, TORONTO M4W 1H8

DRIVER SALESPERSON

\$160 TO START

For established catering route. We offer thorough training program on established catering routes. With unlimited potential for higher earnings. Applicants must like to meet the public, be neat, accurate with figures and have a chauffeur's licence. Applicants over 40 welcome.

APPLY 3040 UNIVERSAL DRIVE,

Mississauga
(Dundas-Hwy. 427)



Salesmen

Salesladies

EXPERIENCE NOT NECESSARY

Top Commissions, bonus and other benefits to qualifying persons. Salary and free training to qualified beginners. Etobicoke or Mississauga residents preferred. Come in and discuss your future with us in this lucrative business.

LES SZANTO 621-8200

From our House to your House

Has the high cost of living got you down? Are you friendly and outgoing? Want to be your own boss and have your own business. Average earnings \$4.00 per hour! Call now, or write:

HOUSE OF FULLER

105 SCARSDALE RD., DON MILLS

447-8523

SALES REPRESENTATIVE

Aggressive person required to sell fire equipment and safety products to industry in Metro Toronto. Salary and Commission. For appointment phone:

HERBERT WILLIAMS AND SONS LTD.

4140 FINCH AVE. E.
AGINCOURT
ONTARIO

493-8630

AB

NEED EXTRA MONEY FOR XMAS

Fabulous wardrobe of jewellery to wear while you work. Full or part time. No investment. No experience needed — will train.

CELEBRITY FASHION JEWELS

233-4166

PAYROLL

\$130

Dixie-Eglinton. Well experienced in McBee systems — construction background a help.

GOOD TYPIST

\$135

Dixie-Eglinton. Good speed for letters and quotations. Some Friday duties.

248-0695

233-7448

(AFTER 6 AND WEEKENDS)
1908 Weston Rd.
(At Lawrence)

SPECIALIZED PERSONNEL

Temporary

A/P CLERK

Required immediately with light typing. 4 month assignment. Rexdale area. Call Joan Hockin, Tosi Temporaries, 292-3516.



BI-LINGUAL TV

TV commercial dept. requires typist with Quebec French-English. Lakeshore \$ OPEN.

JUNIOR

Attractive well-groomed junior to learn clerical duties Lakeshore \$85.

TYPISTS

Secretary with good typing. Service Manager — Queensway \$433. Comptroller — Lakeshore \$570.

Lynn Tate

255-7779

KEYPUNCH

Experience IBM 129 or Univac 1710. West end. \$110. Summit Personnel, 239-1186.

DICTA SECTY.

To controller. Confidential reports. Willing personality for variety and interest. Excellent co. Rexdale. \$130. Summit Personnel, 239-1186.

Personnel Consultant

Experienced for northwest office. Small congenial office, good opportunity for right person.

Call Gail 745-3124

Invoice Typist

\$107.+

Large northwest company requires mature person with experience.

Call Gail 745-3124

Northwest Personnel Services

3489 Finch

West Mall

40—SALES HELP

There's More To Real Estate Than Just A License To Sell

It's not really tough to get a license to sell Real Estate.

Under new Provincial regulations, all prospective Real Estate Personnel must first attend a Government Course. Y and B will help you with that course, but that's only the beginning.

At Young & Biggin we've taken steps to do more than just help you get a license. We're the first company in our field to install a closed circuit television system as part of our latest training program, and we've secured exclusive Metropolitan Toronto rights to the best in-depth, video realty sales course ever produced. \$250,000 went into the development of the R.S.I. training system. Twenty hours of taped programs by the world's top experts are integrated with the live lectures and seminars.

If you are thinking of a career in the real estate business with top commissions, you owe it to your future to speak with Mike Weyling about the unique Y & B training system. You can call him at 487-4341

YOUNG & BIGGIN LTD., REALTOR