

515 Office Help

515 Office Help

515 Office Help

515 Office Help

515 Office Help

515 Office Help

515 Office Help

515 Office Help

515 Office Help

NCR CANADA LTD

Rapid Company growth has created the following opportunities for Individuals at our Corporate Head Office in Mississauga.

POSITION

- INTERMEDIATE SECRETARY
- CUSTOMS SPECIALIST/SECRETARY
- SR. ACCOUNTING CLERK
- GENERAL ACCOUNTING CLERKS
- SWITCHBOARD OPERATOR/RECEPTIONIST Temporary

QUALIFICATIONS

Applicant must have several years experience in a secretarial environment. Fast, accurate typing and shorthand skills.

Minimum 2 years customs broker office experience or equivalent. Knowledge in the verification of B-3 entries and refund claims in addition to normal secretarial duties.

Should be enrolled in the 2nd or 3rd year R.I.A. or C.G.A. course. Have at least 2 years experience in general accounting procedures.

At least 2 years experience in an accounting environment. Fast, accurate typing of invoices, correspondence, etc.

We are looking for a well groomed individual with at least 2 to 3 years related experience on a PBX 900 or equivalent. Applicants should have a pleasant telephone manner and the ability to deal with a variety of People, diplomatically. Individual will be required for a 2 to 3 month assignment starting January 24th, 1977.

Starting salaries will depend on experience. We offer a full range of fringe benefits and opportunities for career development.

Applicants must have access to their own transportation.

For further information, please call:

275-2222



Mrs. M. Tullett
NCR CANADA LTD
6865 Century Ave.,
MISSISSAUGA, ONTARIO
L5N 2E2



BETTY SCOTT

WEST END & DOWNTOWN EXPERIENCED Typists Clerks & Comptometer Operators NEEDED

Call Betty Scott at 924-7329
OCCASIONAL OFFICE HELP LTD.

SECRETARY I

(PART-TIME ONLY - 9 A.M. TO 2 P.M., MONDAY TO FRIDAY)
Duties include typing, telephone reception, filing, etc. Excellent salary and Company benefits.

For interview please contact
MR. A. M. CAMPBELL

RCA LIMITED
COMMERCIAL SYSTEMS DIVISION
7171 Torbram Rd., Unit 44-45, Mississauga
671-2610



MEATS & DELICATESSEN
HEAD OFFICE
(North Queen & The East Mall)
REQUIRES A
Cost Clerk

You will be working together with our Merchandising Department as well as being a back up for our Store Records Accounting. The responsibilities will include the updating of cost information, costing inventories and miscellaneous duties involving accounting functions as may be required.

The starting salary is \$161. weekly with a 3, 6 and 12 month review. Benefits are excellent and 100% paid by the Company.

CALL P. A. TUBA, PERSONNEL MANAGER
231-5651

CLERK TYPIST

Needed by West End Manufacturer for Customer Service Department

Apply 239-1235
MR. CORBEIL

4 CLERK TYPISTS

4 experienced clerk typists required for temporary assignments in Islington, Etobicoke, Rexdale and Malton areas. You will be pleased with the variety and high pay. Call Lorne Wilbur at TOSI, 236-1036.

ACCOUNTING \$160.

Modern, well established company near the Airport, close to public transportation requires responsible Person who has had some exposure in bank reconciliations and accounts receivable. Excellent advancement. Call Mr. Burke, Personnel World Ltd., 236-1036.

CREDIT UNION CLERK

2 DAYS A WEEK. Permanent position. Interesting variety of duties. Aptitude for figures. Some typing. Experienced. Kipling-Lakeshore.

259-6442

Receptionist

For medical office in Sherway Gardens area. Call between 12 noon and 3 p.m.

626-1900

WESTLAKE MOVING & STORAGE LTD.

A Subsidiary of
NORTH AMERICAN VAN LINES

Requires
SALES ORDER DESK +
ETOBICOKE

Bright Person to assume complete responsibility of sales desk plus perform general office duties. Must have ability to communicate with customers by phone, both incoming and soliciting sales. Typing and aptitude for figures necessary. Must be self-motivated and capable of working on their own.

This position will be available in our new Etobicoke office, (Hwy. 27 & Finch area), opening January 17, 1977.

To arrange for an interview please phone:

Mrs. B. Angel, Assistant Manager
WESTLAKE MOVING & STORAGE LTD.
752-8555

MARKETING SECRETARY

Required Immediately

Varied, interesting position requires intelligent self motivated Person with minimum of 3 years experience to work in Etobicoke sales office.

Call 255-2300

FOR CONFIDENTIAL INTERVIEW

RECEPTIONIST/CLERK TYPIST

Immediate opening in life insurance branch office off West Mall. Excellent typing required.

Please phone 622-1194
FOR AN APPOINTMENT

INTERMEDIATE MARKETING SECRETARY

We have an interesting and varied secretarial position in our Corporate Marketing Department located in the West End Royal York Road and The Lakeshore.

Applicant must be experienced in office procedures and have good typing and shorthand skills. Excellent Company benefits and cafeteria facilities.

CAMPBELL SOUP CO. LTD.
60 Birmingham St., Toronto M8V 2B8

251-1131 Ext. 272

SALES SERVICE

Aggressive, mature Individual required with Sales experience. Applicants should have previous telephone experience and ability to work on own initiative.

Duties will include co-ordinating orders, inventory control and liaison with customers. Erin Mills-Dundas area.

Telephone 828-2100

INVENTORY CONTROL CLERK

Required by firm in Dixie Rd. & 401 area.

For further information contact:

Mr. Pierorazio 625-8801

CLERK TYPIST

(EVANS AVE. & BROWNS LINE)

A medium size manufacturing company requires an individual, accurate with figures, to be trained to handle a variety of office duties such as:

- invoice and order typing
 - various accounting duties
 - operation of bookkeeping machine and telex
 - switchboard relief
- Skilful typing and pleasant telephone manner is essential.

We offer an attractive starting salary, pleasant surroundings, together with a comprehensive company paid benefit package

To arrange for an interview please call:

255-2373 EXT. 42

9 A.M. TO 4 P.M.

cameo careers



- MISSISSAUGA
 - QUEENSWAY
 - MALTON
 - REXDALE
 - WESTON
 - DOWNSVIEW
- 247-7477
270-8888

\$200+ EXECUTIVE SECRETARY. Career oriented Person with legal, engineering and/or construction background. Corporate office environment working for President of very progressive investment group. Starting date negotiable with good increases.

\$185+ BOOKKEEPER FRIDAY. Manual books including trial balance and profit and loss statement, typing and phones for added variety. Small congenial office and lots of job interest. Own car.

\$190+ EXECUTIVE SECRETARY with shorthand to assist Vice President of Consumer Division with major firm. Technical background an asset. Excellent benefits and reviews. Willowdale area.

\$175+ RECEPTIONIST DICTA TYPIST. Company will train on Mag Card if you are a fast, accurate typist with ability to organize a busy work load. Higher salary for bilingual Person (French).

\$165+ ASSISTANT BOOKKEEPER. A basic knowledge of payables, receivables and payroll on McBee system qualifies you for this varied job. Typing an asset. Early review.

\$165+ INTERMEDIATE SECRETARY with usable shorthand for marketing and Sales Executive. Good benefits and promotional opportunity.

\$4 PER HOUR - DICTA TYPIST. 2 or 3 days per week to train on IBM memory typewriter.

BETWEEN JOBS?

- WORK TEMP
- GOOD CHOICE
- TOP RATES

The Peel Board of Education

BOOKKEEPER

Brampton Centennial Secondary School
251 McMurchy Ave. South, Brampton.

There is a vacancy at the above location for a bookkeeper to handle school accounts, banking and cash, budgets and purchasing records and procedures.

Applicants should have at least 2 years related experience, with good background in bookkeeping. Elementary typing an asset.

Commencing salary-\$165. per week.

Excellent fringe benefits.

Relief Switchboard Operator

Central Board Office
73 King St. W., Mississauga

To work at least 2 hours per day, 12 noon to 2 p.m. and to be available for further relief work as required.

Experienced on PBX board an asset.

Salary - \$4. per hour.

Apply to the Peel Board of Education, Personnel Department, 279-6010 local 259 or 263.

EDIT CLERK

Computer Service Bureau requires Edit Console Clerk. Duties include control of incoming and outgoing data, balancing of reports and other clerical duties. Excellent Company benefits.

FOR APPOINTMENT CALL

255-7224

TEMPORARY

- SECRETARIES
- DICTAS
- TYPISTS
- ACCOUNTING CLERKS

TOP\$\$\$

Must have previous experience. We can also find you a permanent job.

CALL
JOAN HOCKIN OR JANET JEFFERY

1243 Islington Ave.
Suite 611
(Bloor-Islington Subway)

239-2716



SECRETARY

FOR
GENERAL MANAGER

Senior secretary for a progressive position combining secretarial/administrative duties.

Successful candidate must possess above average organizing skills and be capable of assessing priorities. Excellent English communications, 70-typing and 120-shorthand a prerequisite.

Solid secretarial background with a minimum of three years in a senior secretarial position.

Excellent salary and comprehensive benefits program.

If interested, please telephone 251-3781, extension 38 or apply in writing to

Manager
Employee Relations
REED LTD.
Pigments Division
199 New Toronto Street
Toronto, Ontario M8V 2E9

DATA PROCESSING

Programmer/Analyst \$13,000-\$17,000

An intermediate programmer with 3 years progressive programming experience using Cobol and Assembler is required to work in a multiple job stream environment in Mississauga. Utilizing data based technology you will develop, maintain and code programmes and assist in implementing new or revised systems. Honeywell 6000 Series experience preferred; good communication skills necessary.

FOR DETAILS WRITE OR CALL RAY HARSANT 272-1445

HUMAN RESOURCES CENTRE
165 DUNDAS ST. W., SUITE 703
MISSISSAUGA L5A 2Z4

DICTA TYPIST

401-Mississauga Road

Our new Steel Tubing Service Centre will require Dicta Typist for Sales Office. Ideal position for co-operative, flexible person. Varied duties, dicta typing experience essential. Hours 9 to 5. Excellent fringe benefits. Position available immediately.

Standard Tube Canada Ltd.

DUDLEY J. YOUNG

826-6470

OPPORTUNITIES WITH COMSHARE INPUT/OUTPUT CLERK

COMSHARE LIMITED, a rapidly growing Canadian owned international computer service Company, requires a resourceful Person to handle outgoing computer print-out and incoming computer peripheral media. Applicant must have a pleasant personality and be able to communicate with customers.

This position offers excellent working conditions and company benefits. There are excellent opportunities for advancement for those interested in furthering their career in an expanding computer environment.

Written replies should be forwarded to:

MARKETING SERVICES

2 INDELL LANE, BRAMPTON, ONTARIO L6T 3Y3
Or Call

Richard Liem at 416-791-2525
COMSHARE

Vancouver	Calgary	Sarnia
London	Hamilton	Toronto
Ottawa	Montreal	Quebec City

SECRETARIES

Temporary assignments available - Rexdale, Malton, Etobicoke and Islington areas for experienced secretaries with shorthand or dicta skills. Top hourly pay. Call Lorne Wilbur at TOSI, 236-1036.

MATH MIND

\$140. +

You don't need a lot of experience for this company, but some background in an accounting department would be a great help. If you have a flair for figures and want a job with a future, this Kipling Avenue South office could be exactly what you are looking for. Call Mr. Burke, Personnel World Ltd., 236-1036.

Receptionist/Typist

For Real Estate office, 3 evenings & Saturday. Must be accurate typist with good telephone manner. 270-8800.

Clerical Stenographer:

\$145.82-\$169.30 per week
(under review)

The Downsview District Headquarters, ONTARIO PROVINCIAL POLICE, has an opening for a qualified individual to take dictation and transcribe shorthand notes for a variety of reports, letters and memoranda and provide normal office routine, including relieving telephone receptionist when necessary. Location: Downsview, Ontario.

Qualifications: preferably grade 12, with excellent typing and shorthand; good knowledge of office and filing procedures gained through approximately 2 years related experience.

Please submit application by January 19, 1977 to: Personnel Services Branch, File SG62, Ministry of the Solicitor General, 90 Harbour Street, Toronto, Ontario.

This position is open equally to men and women.

