

515 Office Help

EXECUTIVE SECRETARY

EXECUTIVE SECRETARY

Mature individual with excellent typing and shorthand skills. Must be organized and people oriented to work in Public Relations Department. Office located in Kleinburg. Car essential.

Contact Miss Venchiarutti

893-1121

SECRETARY

Required for Editorial Department. First class typing skills and knowledge of dictaphone required. Applicants must have ability to work under minimal supervision.

MRS. CLIFFORD

255-4491

Holt, Rinehart and Winston of Canada Limited

55 HORNER AVE.

JUNIOR CLERK TYPIST

Required for instrument sales and service centre in the Malton area. Duties include telephone answering, sales and purchase order typing, filing, telex and general office routines. Pleasant telephone manner and accurate typing essential.

Call Mr. Cox

671-2253

**Accounts Payable/
Costing Personnel**

Required for Mississauga head office of major Canadian company

TO REQUEST INTERVIEW CALL

Mrs. M. McFarlane

276-7311

EXPERIENCED

OFFICE MANAGER/BOOKKEEPER

For local women's social service programme. Typing necessary. Reply in writing by June 22nd to:

Opportunity For Advancement

111 Sun Row Dr., Weston M9P 3J3

Front Desk Sales

Part-time staff required to operate rent-a-car station near airport on Friday and Saturdays. Filing and some typing skills necessary.

Call for appointment

MS. PATRICE PALMER

677-2500

Part-Time Payroll Clerk

For computerized payroll, must be familiar with OHIP Group Insurance deductions, 5 day week, 8 a.m.-1 p.m.

Apply in person
MRS. PETERS

Industrial Tires Limited

3161 Wharton Way North, Mississauga

SECRETARY

To Sales Manager of large transport company. Excellent typing and shorthand required. Full benefits.

251-4151 Local 244

515 Office Help

**Accounts Payable
Clerk**

This position requires a responsible person with 2-3 years Accounts Payable experience in a manufacturing environment and the ability to work with a minimum of supervision.

Duties will include processing of Accounts Payable vouchers, application of standard costs, foreign exchange, etc. Knowledge of brokerage and taxes would be an asset.

Good initial salary and comprehensive Company paid benefits.

Send confidential resume stating education, experience and salary requirements to:

Mrs. Pat Carson

GABRIEL OF CANADA

3600 LAKESHORE BLVD. WEST,
TORONTO M8W 1N8

**CONFIDENTIAL SECRETARY
TO THE CONTROLLER**

Confident, energetic person required to provide full secretarial support to our Controller.

The position requires a broad secretarial background, excellent typing (both correspondence and statistical), shorthand and dictaphone skills, a strong orientation toward organized, timely routines, and the ability to perform under limited supervision.

Salary from \$10,000, with an excellent benefit package.

Interested applicants may telephone or write:

HYDRO MISSISSAUGA

2325 Hurontario St.,
Mississauga L5A 2G3
ATTENTION: L. L. UYLENBROEK

279-9050

EXPERIENCED

PROGRAMMER

A leading manufacturer requires an experienced COBOL Programmer with O.S. J.C.L. knowledge.

Background in manufacturing and accounting applications would be a definite asset.

The successful applicant will enjoy excellent working conditions with a small and cohesive group within our large organization.

Competitive salary for experience and qualifications together with above average company benefits.

Please call

DIANA HAWORTH

621-9302

EXPERIENCED

CUSTOMS RATER

Mid-Continent Truck Terminal

Contact Mrs. Kerr

252-3367

COMPUTER OPERATOR

A manufacturing company in the Sherway Gardens area has an opening in our 2-person D/P Department to train as a computer operator.

A knowledge of computerized payables, receivables, order entry and some typing and general accounting experience would be a definite asset.

To arrange for an interview please call

Canadian Stackpole Ltd.

MRS. GAMMAGE

255-2373

515 Office Help

SECRETARY

Experienced Secretary with minimum 3 years office experience. Excellent typing, dicta skills and communications necessary. Successful candidate will be a well organized individual able to carry out a variety of jobs. Interested applicants please telephone for appointment:

Mrs. Peters

INDUSTRIAL TIRES LTD.

3161 Wharton Way North, Mississauga

625-1600

BOOKKEEPER

Manufacturing firm requires a bright, intelligent individual experienced to trial balance with knowledge of P & L statements. Other duties include payroll, bank reconciliation and monthly reports of accounts payable and receivable. Good starting salary, pleasant working conditions.

For interview contact

Mrs. E. McCallum

677-0730

BRADCON EQUIPMENT LTD.

2299 DREW RD., UNIT 18
MISSISSAUGA (MALTON)

SECRETARY/CLERK

We have an immediate vacancy for a mature person seeking independent responsibility and congenial atmosphere. 2-3 years experience desirable to assist the District Sales Manager with varied office duties. Permanent position.

Call 742-6177

Or apply personally to

INDEPENDENT ORDER OF FORESTERS

900 Albion Rd., Rexdale

OFFICE JUNIOR

Office Clerk required to handle telephone, reception, typing and general office duties. Pleasing telephone personality is a must. 35-hour 5-day week, 8 a.m. to 3:30 p.m. Monday to Friday.

CALL ANN HOWARD

270-9700

**SALES DEPARTMENT
GIRL/BOY FRIDAY**

(Minimum Grade 12). Must be competent typist with pleasant telephone manner. Must be available to commence duties August 7th. Excellent salary fringe benefits, etc. for medium sized manufacturing plant in Mississauga. Please forward resume to:

BOX "B"

c/o The Mississauga Times
Classified Advertising Department

2980 LAKESHORE BLVD. WEST, TORONTO M8V 1K1

REQUIRED IMMEDIATELY

Person for pricing department with minimum 2 yrs. experience. Should have good knowledge of procedures related to billing department. Should also have good typing skills, as all billing is processed through a computer terminal. We are willing to train person with proper qualifications.

We offer an excellent starting salary, fully paid fringe benefits, including dental programme, 5 day week, and permanent position.

To apply please phone Ms. E. J. Croft

THE MAYTAG CO. LTD.

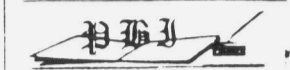
Rexdale, Ontario
675-3839

560 Career Training

**RADIO-TV
ANNOUNCER**

TRAINING: Keep your job and learn now in spare time. You could be "on the air" in 5 months! News, Sports, D.J. Interviews & Talk Shows, Programme Hosting, TV Commercials and Film Narration.

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Accounting/Bookkeeping/Tax, in class or home study. Learn to be a tax and accounting technician in 20 weeks, how to be a practical bookkeeper in 4 weeks. Compare Practical Business Institute, 481-6511

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IN JUST 5 SHORT WEEKS, ARC, GAS, MIG, TIG & PIPE, GOVT (U69) & CWB TESTS ARRANGED, DAY, EVG, SAT. & SHIFT CLASSES. ITT GRADS ARE GETTING JOBS.

Institute of Technical Trades

PHONE 255-2369

734 KIPLING AVE.,

Take Bus 44 from Islington Subway

**LEARN TO BE A
BARTENDER**

Bar Training Headquarters of Ontario operating continuously for over 15 years. 1166 Dundas St. W., Toronto. 534-4912

DINING table, antique Victorian circular mahogany tilt top, seats 8 \$475. fireplace screen, black embossed wrought iron \$25. 233 3664

EXPERIENCED typist seeks work at home, please call after 5: 823 3071

610 Legal Notices

The Change of Name Act (R.S.O.) 1970

NOTICE IS HEREBY GIVEN, that the application of Todd Scott Montford, residing at 371 Lakeshore Road West, Apartment 206, Mississauga, Ontario, to change his name to Tod William Heart, will be heard at the Court House, 7755 Hurontario Street, in the City of Brampton, in the Regional Municipality of Peel, by the presiding Judge in Chambers at the hour of ten o'clock in the forenoon on Tuesday, the 10th day of July, 1979. DATED at Mississauga, this 25th day of May, 1979. MILMAN, VALO & BARSKY Barristers and Solicitors One Stavebank Road North Mississauga, Ontario L5G 2T3

NOTICE

Take notice that a meeting will be held at Dixie Union Cemetery, Cawthra Road and Dundas Street East, in the City of Mississauga, in the Regional Municipality of Peel, on the 11th day of July, 1979, at the hour of two o'clock in the afternoon, for the purpose of electing trustees for Dixie Union Cemetery at Cawthra Road and Dundas Street East, being part of Lot 10, Concession 1 North of Dundas Street, in the City of Mississauga, in the Regional Municipality of Peel. The owners of plots are requested to attend the meeting. DATED at Mississauga, Ontario, this 8th day of June, 1979.

Milton Allison Pinkney, James Pinkney, and Gwendolyn Allison, Plot Owners.

619 Woman's Column

AUDREY Frazer, Reg. M. is pleased to announce the opening of her clinic at 4221 Dundas West. Remedial massage & cellulite treatments. Phone 233-2311.