

515 Office Help

IDEAL PERSONNEL

BILINGUAL SECRETARY - Fluent Fr./Eng. plus good secretarial skills for cosmetics firm in the Meadowvale area. \$16,000 +
EXECUTIVE RECEPTIONIST - Polished professional person required with own transportation. Rexdale. \$12,000 +
MARKETING SECRETARY - Travel across Canada setting up conventions. Dixie/401. \$12,000 +
ADMINISTRATIVE ASSISTANT - For manufacturer in Etobicoke. Lots of variety. \$13,000 +
PERSON FRIDAY - For downtown client. Phone, typing and books to T/B. \$13,500 +
INTERMEDIATE SECRETARY - Aptitude for figures and good typing for this Bloor/East Mall firm. \$10 to \$11,000.
RECEPTIONIST TYPIST - Answer phones, dicta type, plus invoice typing. Cawthra/Lakeshore. \$175 to \$180.
CLERK TYPIST - To assist on order desk plus a variety of duties. Dixie/401. \$180 to \$190.
ACCOUNTING CLERK - Familiar with brokers bills and preparation of journal entries. \$200 to \$210 Dixie/401.
A/P CLERK - Payroll payables, 75 to 100 cheques, p/w, posting to g/l and P/B. \$200 to \$215. Dixie/401.
KEYPUNCH OPERATOR - Willing to train or one year exp. on NCR 2140 qualifies you. \$180 to \$190 Carlingview/Dixon.
FILE CLERK - Non pressure job for person returning to work force. \$140 to \$150. Kipling/Evans.

TEMPS!

Need money to cover your Christmas bills?

We have a continuing need for experienced stenos, senior typists, clerk typists, receptionists, bookkeepers and accounting clerks to join our active temporary staff. Call today.

279-8050

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IDEAL PERSONNEL

SEASON'S GREETINGS

To all our clients and cracker jack people on our temporary staff who have made 1980 a special year for us. We look forward to our continuing association throughout the New Year.

Merle, Marg, Kris, Carroll & Rod

3130 Dixie Rd. at Dundas

279-8050

515 Office Help

ADMINISTRATIVE ASSISTANT

We have an immediate requirement for an experienced Administrative Assistant to work in our modern office in Erin Mills.

The position reports to our Engineering Manager and will be of interest to those who enjoy variety in their work along with responsibility.

Skills required include above average typing speed, dictating machine experience, and good interpersonal skills.

We will train the successful candidate on one of our modern text editing units and provide a rewarding business career. Salary and benefits are excellent.

If interested apply in person or call for an appointment.

AES MR. G. SELLAR
 AES DATA LTD.
 2330 MILLRAGE COURT,
 MISSISSAUGA L5N 1W2
 826-0901

INTERMEDIATE ACCOUNTING CLERK

DIXIE/EGLINTON AREA

This intermediate position is available for a person with some previous accounting experience, preferably in the bookkeeping and/or customs area.

Duties will include the processing of supplier and custom invoices, calculating landed costs, preparing journal entries and monthly reconciliations.

We offer excellent company benefits and a congenial working atmosphere. Interested applicants, please call:

SWEDA INTERNATIONAL

624-5111

515 Office Help

OFFICE HELP

Our client, considered a leader in its field, has an excellent opportunity for an individual with some general office experience. A background in typing, filing, and customer service would be definite assets.

To arrange an interview, simply call:

Al Terpstra or send resume to:

TAM HUMAN RESOURCE CONSULTANTS INC., 165 Dundas St. W., Suite 401, Mississauga, Ont. L5B 2W6.

We are open on Friday, January 2nd

TAM **276-3360**

515 Office Help

ACCOUNTANT

Minimum three years experience, preferably registered in an Accounting course Hwy. 427 & Queensway area. Salary open.

Call:

MRS. HARTRICK

236-2345

ORDER DESK

We require a mature person for warehouse/order department. Applicant must have a proven ability to work with others, have an enquiring and orderly mind, a serious attitude towards the job and a pleasant telephone manner.

APPLY IN PERSON:

Canadian Bearings Ltd.

3110 American Drive
Mississauga

515 Office Help

MANAGEMENT TRAINEE

The Glass Shop, 3366 Lakeshore Blvd. West requires a top flight individual capable of assisting the manager in all phases of office routine including inside sales, pricing and estimating. Knowledge of accounting procedures a definite asset. The company offers competitive salary, excellent fringe benefits and advancement opportunity. Join a team of professionals.

CALL RON MOSS

259-2309

INTERMEDIATE ACCOUNTANT

We are a public accounting firm located in Mississauga, Ontario and we offer a fine opportunity for an intermediate accountant with at least two years experience. This position will be particularly attractive to R.I.A. or C.G.A. candidates. Please send detailed resume to:

BOX "T"

c/o The Mississauga Times
 Classified Advertising Department
 2980 LAKESHORE BLVD. WEST, TORONTO M8V 1K1

515 Office Help

ACCOUNTS PAYABLE/RECEIVABLE CLERK

Required immediately for progressive distribution firm located in Dixie/401 area. Only applicants with at least one to two years of previous payables experience will be considered for this position. Previous experience on computerized systems is a definite asset.

PLEASE CONTACT:

JANET FURBER

AQUALINE PRODUCTS

625-9301

515 Office Help

ORDER DESK

Busy graphic arts company requires person for order desk, purchasing, typing, dicta and related in-house sales. Start immediately. Salary open. Hwy. No. 7 and Gore Road.

794-0636

Savings Ledger Officer

Required by:

TD BANK

1735 Kipling Avenue
 Weston

241-1143

515 Office Help

TD

FULL TIME TELLER

Richview Square Branch
 250 Wincott Dr.
 (AT EGLINTON)

Contact:

JUDY CATENACCI

248-0154

515 Office Help

TEMPORARY BOOKKEEPERS

Immediate assignments at high rates for experienced bookkeepers, accountants, machine operators and EDP Personnel between positions or interested in only a day, a week or a month at a time.

ACCOUNTEMPS is a temporary personnel agency service for bookkeepers, accountants and data processing personnel exclusively.

accountemps

922-6748

Div. of Robert Hall of Toronto Ltd.
 250 Bloor St. E.

515 Office Help

Order Desk Clerk

Carpet wholesaler has an immediate opening. Full time position. Rexdale location.

675-3324

B. FIELDING

515 Office Help

FIRST CLASS Bookkeeper

R.I.A. or C.G.A. Managing 3 sets of books. Good salary, permanent job. 401 and Dixie. Immediately.

678-1644
Evg. 249-1503

515 Office Help

Receptionist/Typist

Required by business equipment company in Evans and Horner area. Main duties are correspondence, invoicing and general office work. Must be experienced.

Call 252-5701

515 Office Help

KING NURSING HOME

49 Sterne St.
 Bolton

857-4117

515 Office Help

TD

EXPERIENCED FULL TIME TELLER

Call 270-7225

MR. THOMAS
 (Hurontario & King)

520 Sales Help

515 Office Help

Sales Representative

An opportunity exists for qualified sales person to join a recognized Canadian office equipment company distributing latest state of the art electronic typewriters, dictating equipment, electronic phone answering equipment and scientific calculators and related supplies. This position will appeal only to the mature individual with sales experience, a willingness to cold canvas and a determination to succeed. We offer an attractive income plan based on a nominal allowance plus commission. To arrange a confidential interview, please call direct between 9 a.m. & 4 p.m.

REMDEX OFFICE PRODUCTS LTD.

170 Brockport Drive
Rexdale, Ontario.

ATTN: MRS. PHERSON

675-5891

515 Office Help

SALES PERSON WANTED

Well established Oakville Company in a service industry covering the Oakville/Mississauga area requires a sales/service person. The successful applicant will be a self-starter with the ability to market our services to new and existing clients. Salary, commission and mileage. Consideration will be given to providing a company car after a three to four month trial period.

Reply, giving experience and income requirements to: R. Henderson, P.O. Box 99, Oakville, Ontario L6J 4Z9.

515 Office Help

EMPTY DESK

We have one desk available for a Real Estate Salesperson of the right calibre. No experience necessary, but helpful. We train and provide licence help. Must be willing to work full time and take directions readily. We furnish Sales aids, leads, referrals, generous commission split, pleasant office facilities. Call Ron Rouse any weekday between 9 a.m. and 9 p.m., at 823-1817 for a career in Real Estate with Century 21 Schuringa Ltd.

MALE - Female. Earn money part or full time. Fuller Brush Company. Sales experience not necessary. 864-1015

525 Medical Help

RN's & RNA's

Required immediately. Application by interview. Please contact:

525 Medical Help

KING NURSING HOME

49 Sterne St.
 Bolton

857-4117

515 Office Help

SECRETARY/RECEPTIONIST

Needed immediately. Some experience in A/P & Payroll. General office duties. Own transportation. Good wages. Mississauga area.

Call Chris

624-1511

520 Sales Help

AMBITIOUS person wanted to run wholesale retail business from home to supplement income. For appointment, call 626-1313 between 4 p.m. & 6 p.m.

525 Medical Help

DENTAL RECEPTIONIST

Mature, personable, independent person required for Port Credit office. Must have pleasant telephone manner, experience preferred but not essential. Reply with resume to:

BOX "V"

c/o The Mississauga Times,
 Classified Advertising Department, 2980 Lakeshore Blvd. West, Toronto M8V 1K1.

525 Medical Help

DENTAL ASSISTANT

Experienced for established family practice. Good hours and salary.

Call 822-5256

After 4:30 p.m.

540 Domestic Help Wanted

SUPPLEMENT fixed pension income - private home live-in with dignity and respect in exchange for home making duties. Duties required in St. Catharines by an alert senior gentleman who is anxious to maintain himself and home. References. Confidential interviews. Phone 270-0789.