

500 Skilled Help    500 Skilled Help    500 Skilled Help

**I-T-E INDUSTRIES LTD.**  
Requires

- Engine Lathe Operators
- Epoxy Insulation Operators
- Rolling Machine Operator
- Machine Shop Inspector
- Aluminum Fitter/Welders

A rapidly expanding electrical manufacturer is offering positions in the above skills. There are permanent positions with attractive salaries and fringe benefits.

FOR APPOINTMENT CALL  
**A. R. Brewer, Employment Supervisor**  
279-1520

**GOLF CLUB MECHANIC**  
Services of a qualified person required to maintain and repair course equipment. Small motor and regrinding experience an asset. Successful applicant should be self motivated and capable of maintaining equipment service records stressing preventive maintenance. Reply in confidence to:  
**PAUL DERMOTT**  
BOX 131 ISLINGTON  
231-0925

**4TH CLASS STATIONARY ENGINEER**  
Shift work, \$7-88.00 per hour, references required.  
**PHONE 845-9131**  
BETWEEN 9 A.M. AND 5 P.M.

**Multilith Operator**  
Experienced in greeting cards  
**PHONE 231-2245**  
510 Secretarial & Clerical  
JUNIOR Bookkeeper required for automotive dealership in Woodbridge area. For appointment call Mr. W. Westertorp - 745-9200.

**NIELSEN-IMARINO PERSONNEL**  
SUITE 702 - ISLINGTON CENTRE  
56 ABERFOYLE CRES.  
JUST ACROSS FROM BLOOR- ISLINGTON SUBWAY  
Queensway - Islington - Mississauga - Malton - Rexdale - Weston - Downtown  
CALL ANN IMARINO 239-3964

\$175. plus SENIOR PAYROLL CLERK to take full charge of payroll for approximately 225 People. Excellent benefits and working conditions. Mississauga.

\$175. plus DICTA SALES SECRETARY to work for dynamic Senior Sales Manager. Bloor-Islington area.

\$150. TYPIST FRIDAY. Some experience with accounts receivable and accounts payable preferred. Will train bright Person in accounting functions. Mississauga.

\$200. plus BOOKKEEPER TYPIST FRIDAY. Mature, responsible Person will be appreciated and rewarded by one Person office in the Finch-Keele area.

\$165. plus ACCOUNTS PAYABLE CLERK. Excellent opportunity for mature, responsible type. Dufferin and 401.

\$140. INVENTORY CLERK with some costing and a little typing. South Queensway.

\$185. plus SR. ACCOUNTING CLERK with 1st or 2nd year R.I.A. or C.G.A. Bloor and Runnymede.

\$180. BOOKKEEPER to handle complete set of books including trial balance and small payroll. Malton.

\$150. plus ACCOUNTS RECEIVABLE CLERK with some typing plus other general accounting duties. Downsview.

\$115. CLERK. NO TYPING. Mature Person with flair for figures and ability to use calculator. Pleasant telephone manner an asset. Will work in Queensway Sales office.

MANY OTHER POSITIONS AVAILABLE BUT NOT LISTED

**Credit & Collections**  
\$135  
Must have accounts receivable and collection experience. Excellent company benefits.

275-2366  
**MISSISSAUGA PERSONNEL**

**EDIT CLERK**  
\$130  
Coding orders and invoices for computer. Experience please.

275-2366  
**MISSISSAUGA PERSONNEL**

510 Secretarial & Clerical    510 Secretarial & Clerical    510 Secretarial & Clerical    510 Secretarial & Clerical

**SECRETARY**  
TO OUR NATIONAL PARTS & SERVICE MANAGER

QUALIFICATIONS:  
Dictaphone  
Minimum 50 wpm typing

Many employee benefits including discounts on purchases.

APPLY IN PERSON  
SIMPSON-SEARS LIMITED  
Islington Ave. & Rexdale Blvd., Rexdale

**CAMEO CAREERS**

\$180 PLUS HOTEL. Executive Dicta Secretary to Director of Restaurants. Interesting position.

\$180 SHORTHAND & DICTAPHONE needed for this Financial Executive. Push office, all benefits.

\$185 PLUS BILINGUAL SECRETARY. Proficient in French with English shorthand.

\$150 PLUS TYPIST. "FRIDAY" type job with Property Management Group. Phones, variety.

\$150 DICTA TYPIST. Busy, interesting job with fully paid benefits. On bus line.

\$115 JUNIOR TYPIST. Will train Grade 12 with good typing.

\$125 JUNIOR ACCOUNTS RECEIVABLE CLERK. Manual and computer system. Some experience.

PERMANENT PART TIME MACHINE OPERATOR. Mainly cash receipts. \$30 daily.

REXDALE-WESTON 247-7477 ISLINGTON 231-6561  
MALTON 678-7200 MISSISSAUGA 270-8888  
DOWNSVIEW 638-7666 LAKESHORE 231-6561

**GENERAL OFFICE**  
If you are local to Six Points with family off to school and are interested in full time office work, there is an important position now open.  
**PHONE 231-7228**

**SALES SECRETARY**  
\$160. plus  
Well groomed, mature individual who would be right hand to Chemical Sales Manager. Excellent dicta a prerequisite.

**TIME PERSONNEL 233-5574**

**ORDER TYPIST**  
Lakeshore West Manufacturer requires an accurate typist capable of 55 wpm. Experience typing sales orders would be an asset.  
For an interview phone Jan. 5 & 6 B. EDWARDS  
259-4211  
**NEPTUNE METERS LTD.**  
3526 Lakeshore Blvd. W.

**Payroll Clerk Part-Time**  
An opportunity exists for a person with basic knowledge of one-write McBee system for a semi-monthly payroll. Salary commensurate with experience. Hours arranged to suit your schedule. Own transportation necessary. Office located South Sheridan Way off Southdown Rd.  
FOR APPOINTMENT TO INTERVIEW  
Call Mrs. Gallacher 270-4040

**Part-Time Receptionist**  
Alternate evenings 5-9 and Saturdays 9-5. Real Estate experience preferred.  
CALL MR. CROFT 279-2920  
**H. KEITH LIMITED, REALTOR**  
3058 Hurontario St., Mississauga

**CLERK TYPIST**  
Required by freight forwarder at Toronto International Airport, part time Monday through Friday, 2:30 p.m. to 6:30 p.m. Experience an asset.  
**677-2740**

**Steady Part Time RECEPTIONIST TYPIST**  
Required immediately for Real Estate office, Hwy. 5 & 10 area.  
**279-6400**

**Terminal Operator**  
We require a conscientious person with Grade 12 and 2 years experience on a G.E. TERMI NET. Duties will include billing and maintenance of master files on the terminal as well as checking invoices and filing. Company paid benefits. Hours 8:30 to 5, 5 day week. Please apply:  
MANAGER OF ADMINISTRATION  
**Panasonic**  
40 RONSON DRIVE, REXDALE  
248-5551

**Learn Now Welding**  
(BLUEPRINT READING INCLUDED) ARC, TIG, MIG, PRESSURE PIPE & GAS.  
DAY-EVGS. AND SAT. CLASSES  
or Drafting  
Easy weekly payments  
Welding Tests Daily  
Technical Trades Institute  
Phone 537-1215  
2388 Dundas West at Subway

**550 Career Training**

**570 Domestic Help Available**  
CLEANING lady wishes housework Etobicoke, business people, references. 259-1450.  
RELIABLE woman wishes housework, has references and experience. Please call 278-6487.  
EUROPEAN experienced cleaning lady will clean your home, from 9 to 5, \$30. 255-2897.

**580 Dressmaking**  
DRESSMAKING, custom made and alterations by expert. 251-6642.  
DRESSMAKING, alterations. 11 Allen Ave., Mimico. Near the Lakeshore, 255-0453.  
FURS re-styled, repairs and cleaned. Reasonably priced - work guaranteed. Helen - 241-1547.

**590 Educational & Tutoring**  
PRIVATE tutoring all subjects, all levels. 423-1931 or 264-2339.

**600 Musical Instruction & Talent**  
MUSIC lessons. Piano - Guitar (modern and classical), Accordion. Qualified tutor: Dixie School of Music 278-7416.  
GUITAR lessons, private, qualified instructor, good rates. call Greg. 233-3201.  
ADULTS and children, popular piano lessons. 24 week course. Call now to see our audio visual teaching method. "Anyone Can Learn Music Centre." 231-2152. Don't wait any longer! Learn to play your favourite songs in 76. 231-2152.  
PIANIST, honors degree, U.W.O. now teaching Bloor - Renforth area. Beginners welcome. Contact Mr. White 654-6003.

**520 Sales Help**  
START AT \$7-800 PER MO.  
Plus Bonus and regular increases for honest hard workers with car. Prestige 789-7285

**560 Domestic Help Wanted**  
DO you love children? Like cooking and housekeeping? We need you! Live-in. Call 270-9829.  
CLEANING lady wanted for Fridays. Albion-Martingrove. 741-8961.  
BABYSITTER - housekeeper to cook and maintain house for working couple and 1 1/2 year old daughter. Live in. Mississauga. 826-1270.

**580**  
CLASSIFIED continued on Page 19

510 Secretarial & Clerical    510 Secretarial & Clerical

**Receptionist Typist**  
Mature Person required, permanent position, for a busy Medical office on West Mall. Hours 10 a.m. to 6 p.m. Experience preferred but not essential.  
Reply in writing to Box "L" c/o The Advertiser, 2980 Lakeshore Blvd. W., Toronto, Ontario.

**I-T-E INDUSTRIES LTD.**  
Requires  
**INTERMEDIATE CLERK TYPIST**  
We have an immediate opening for an Intermediate Clerk Typist with minimum 2 years' experience. Typing accuracy is essential. Limited shorthand. Dicta required. This is a permanent position with attractive salary and fringe benefits. Convenient location to public transportation.  
FOR APPOINTMENT CALL  
**A. R. Brewer, Employment Supervisor**  
279-1520

**TELEPHONE SALES**  
We need a person to work in our Classified Department 4 days a week. Duties will be taking and soliciting telephone sales. Experience an asset, but we will train the successful applicant.  
APPLY: A. W. SMITH, GENERAL MANAGER, WOODBRIDGE & VAUGHAN NEWS, 108 WOODBRIDGE AVE., WOODBRIDGE, 851-9821

**Bookkeeper/Accountant**  
Must be familiar with preparation of financial statements, supervision of small staff, budgeting and some EDP systems.  
The successful applicant should be experienced in all the above areas. Oakville area. Please reply in confidence to Box E, The Advertiser.  
2980 Lakeshore Blvd. W.

**DICTA TYPIST**  
We require Dicta Typist with a minimum of 50 wpm typing. Starting salary \$147. per week going to \$161.50 after 6 months service.  
APPLY PERSONNEL OFFICE  
**CANADIAN STANDARDS ASSOCIATION**  
178 Rexdale Blvd., Rexdale, Ontario

**CLERK TYPIST**  
\$140  
Sales order desk requires friendly, efficient personality with good typing. Sherway area.  
275-2366  
**MISSISSAUGA PERSONNEL**

**Receptionist Secretary**  
With typing and shorthand for West end National Company. Islington-Bloor area.  
CALL MR. SMITH - 8:30 to 4:30  
236-1175

**CLERK TYPIST**  
Experienced Person who likes statistical work, required by Marketing Department of large Company. Bloor-East Mall area.  
Excellent salary, benefits and working conditions for the right Person.  
Mr. Beamish 236-1951  
AFTER JANUARY 1st.

**CINCINNATI MILACRON CLERK TYPIST**  
For Sales Order Department. Experienced in order processing and invoicing. Telephone presence required. General typing and office duties.  
CONTACT R. A. WHITE 233-3216  
**CINCINNATI MILACRON-CANADA LIMITED**  
122 NORTH QUEEN ST., ETOBICOKE  
CORNER OF EAST MALL - BUS TO DOOR

**CLERK TYPIST**  
Senior  
**Litigation Secretary**  
Required for downtown Toronto Law Firm. Excellent salary, pleasant working conditions.  
Mr. Robinson 366-3533

**580**  
MUSIC lessons. Piano - Guitar (modern and classical), Accordion. Qualified tutor: Dixie School of Music 278-7416.  
GUITAR lessons, private, qualified instructor, good rates. call Greg. 233-3201.  
ADULTS and children, popular piano lessons. 24 week course. Call now to see our audio visual teaching method. "Anyone Can Learn Music Centre." 231-2152. Don't wait any longer! Learn to play your favourite songs in 76. 231-2152.  
PIANIST, honors degree, U.W.O. now teaching Bloor - Renforth area. Beginners welcome. Contact Mr. White 654-6003.

**590**  
PRIVATE tutoring all subjects, all levels. 423-1931 or 264-2339.

**600**  
MUSIC lessons. Piano - Guitar (modern and classical), Accordion. Qualified tutor: Dixie School of Music 278-7416.  
GUITAR lessons, private, qualified instructor, good rates. call Greg. 233-3201.  
ADULTS and children, popular piano lessons. 24 week course. Call now to see our audio visual teaching method. "Anyone Can Learn Music Centre." 231-2152. Don't wait any longer! Learn to play your favourite songs in 76. 231-2152.  
PIANIST, honors degree, U.W.O. now teaching Bloor - Renforth area. Beginners welcome. Contact Mr. White 654-6003.

**520**  
CLEANING lady wanted for Fridays. Albion-Martingrove. 741-8961.  
BABYSITTER - housekeeper to cook and maintain house for working couple and 1 1/2 year old daughter. Live in. Mississauga. 826-1270.

**570**  
CLEANING lady wishes housework Etobicoke, business people, references. 259-1450.  
RELIABLE woman wishes housework, has references and experience. Please call 278-6487.  
EUROPEAN experienced cleaning lady will clean your home, from 9 to 5, \$30. 255-2897.

**580**  
DRESSMAKING, custom made and alterations by expert. 251-6642.  
DRESSMAKING, alterations. 11 Allen Ave., Mimico. Near the Lakeshore, 255-0453.  
FURS re-styled, repairs and cleaned. Reasonably priced - work guaranteed. Helen - 241-1547.

**590**  
PRIVATE tutoring all subjects, all levels. 423-1931 or 264-2339.

**600**  
MUSIC lessons. Piano - Guitar (modern and classical), Accordion. Qualified tutor: Dixie School of Music 278-7416.  
GUITAR lessons, private, qualified instructor, good rates. call Greg. 233-3201.  
ADULTS and children, popular piano lessons. 24 week course. Call now to see our audio visual teaching method. "Anyone Can Learn Music Centre." 231-2152. Don't wait any longer! Learn to play your favourite songs in 76. 231-2152.  
PIANIST, honors degree, U.W.O. now teaching Bloor - Renforth area. Beginners welcome. Contact Mr. White 654-6003.

**520**  
START AT \$7-800 PER MO.  
Plus Bonus and regular increases for honest hard workers with car. Prestige 789-7285

**560**  
DO you love children? Like cooking and housekeeping? We need you! Live-in. Call 270-9829.  
CLEANING lady wanted for Fridays. Albion-Martingrove. 741-8961.  
BABYSITTER - housekeeper to cook and maintain house for working couple and 1 1/2 year old daughter. Live in. Mississauga. 826-1270.

**580**  
DRESSMAKING, custom made and alterations by expert. 251-6642.  
DRESSMAKING, alterations. 11 Allen Ave., Mimico. Near the Lakeshore, 255-0453.  
FURS re-styled, repairs and cleaned. Reasonably priced - work guaranteed. Helen - 241-1547.

**590**  
PRIVATE tutoring all subjects, all levels. 423-1931 or 264-2339.

**600**  
MUSIC lessons. Piano - Guitar (modern and classical), Accordion. Qualified tutor: Dixie School of Music 278-7416.  
GUITAR lessons, private, qualified instructor, good rates. call Greg. 233-3201.  
ADULTS and children, popular piano lessons. 24 week course. Call now to see our audio visual teaching method. "Anyone Can Learn Music Centre." 231-2152. Don't wait any longer! Learn to play your favourite songs in 76. 231-2152.  
PIANIST, honors degree, U.W.O. now teaching Bloor - Renforth area. Beginners welcome. Contact Mr. White 654-6003.

**520**  
START AT \$7-800 PER MO.  
Plus Bonus and regular increases for honest hard workers with car. Prestige 789-7285

**560**  
DO you love children? Like cooking and housekeeping? We need you! Live-in. Call 270-9829.  
CLEANING lady wanted for Fridays. Albion-Martingrove. 741-8961.  
BABYSITTER - housekeeper to cook and maintain house for working couple and 1 1/2 year old daughter. Live in. Mississauga. 826-1270.