

42C Office Help

Expanding Multinational Consumer Electronics Company requires:

CLERK-TYPIST/RECEPTIONIST

The ideal candidate will have a grade 12 diploma, some office experience, 40 wpm typing and a pleasant telephone manner. Previous experience on a SL-1 switchboard would be a definite asset.

ACCOUNTS PAYABLE CLERK

Responsibilities will include invoice coding & processing, customer account reconciliations, and preparing invoices for payment. Qualified applicants will possess a Grade twelve diploma and have 2 to 3 years' experience.

We offer a highly competitive salary and attractive benefits. If interested, please submit your resume in confidence to:

TEE-COMM ELECTRONICS INC.

775 Main Street East
Milton, Ontario
L9T 3Z3
Attention: Mai Barber

Experienced Legal Secretary required for Milton Law Office, carrying on primarily a Real Estate, Corporate, Commercial and Estate practice. The successful applicant must have:

- law office experience
- excellent typing skills
- word processing experience (WordPerfect or Word Star)
- organizational and interpersonal skills
- reliable attendance
- ability to work independently and responsibly as well as part of a team
- a sense of humour

Salary will be commensurate with experience. For an interview please contact Lorne D. Greenwood, 100 Main Street East, Milton - 878-7279.

All replies will be held in strict confidence.

VON Halton Branch

Requires

FULL TIME MEDICAL SECRETARY

- Essential Qualifications**
- 1-2 years experience preferably in a medical environment
 - medical terminology
 - good typing skills and computer experience
 - well organized, good interpersonal skills
 - fast learner, able to accept responsibilities

Submit resume to:

Mrs. J. Chappell,
Office Supervisor,
Victorian Order of Nurses,
Halton Branch,
No. 227, 1515 Rebecca Street,
Oakville, Ontario L6L 5G8

Dicta Typist

Halton Children's Aid Society has an immediate opening for a part-time Dicta Typist (up to 24 hours per week), for dicta typing, mail distribution, switchboard/reception relief and other related duties. Applicants should have a minimum of 60 w.p.m. typing. Switchboard and A.E.S. Word Processing experience would be an asset.

Apply in writing only to:
C. Gilbert, Personnel Department,
Halton C.A.S.,
465 Morden Road,
Oakville, Ontario. L6K 3W6

LEGAL SECRETARY/RECEPTIONIST

required for busy law firm. Experience preferred. Send resume to:

Hutchinson, Thomas, Henderson & Mott
264 Main Street, Milton, Ontario L9T 1P2
Attention: Mary.

42C Office Help

**RECEPTIONISTS
SECRETARIES
TYPISTS**

We need your skills!

We have immediate openings for short and long term assignments.

For flexible work schedule and challenging assignments call today

875-0004

KELLY SERVICES

192 Main St. East,
Second Floor
Milton

EXECUTIVE SECRETARY

Smith & Stone is a progressive leader in the electrical wiring device industry.

We have an immediate opening for an experienced, articulate individual to provide secretarial support and administrative assistance to the Senior Management group.

If you can offer top-notch secretarial skills along with excellent organizational abilities, we can offer you an excellent salary and benefit package complemented by a friendly, yet professional, office environment.

Interested individuals should submit their resumes before January 17, 1988.

Manager, Human Resources
Smith & Stone (1982) Inc.
2 Glen Rd.,
Georgetown, Ont. L7G 2P4



255 Ontario Street S.
Milton, Ontario
L9T 2M5

THE YMCA
ACTING GEORGETOWN MILTON

776 Milton YMCA has an opening for a full-time Office Manager, hours 8:30 to 5:30. Applicants must have experience in all phases of office procedures, good typing, good interpersonal skills and word processing. Salary commensurate with experience, good benefit package. Please submit resume to the Milton YMCA, 255 Ontario Street, South, Milton, Ontario L9T 2M5 by January 18th.

DATA ENTRY CLERK

A recent high school graduate with good typing skills required for an immediate vacancy in our Data Entry Department.

Contact the Personnel Department to arrange an interview.

ROBERTSON WHITEHOUSE
87 Bronte St.,
Milton, Ontario
L9T 2N8
(416) 878-2861

MODELLING AGENCY

Immediately requires a person to manage their Oakville office. Duties to include reception, indoor sales, interviews, managing staff and other related duties. Hours negotiable. Experience an asset but willing to train. For more information please call

VH MODELING AGENCY CENTRE
Call Brampton Office Collect
458-8555

42C Office Help

DEWILDE FLUID SYSTEMS INC.
400 Morobel Drive - #5
Milton, Ontario L9T 4N6
(416) 878-1151 Tlx. 06-980331

Our organization represents major international fluid power component manufacturers. We have an immediate ground floor opportunity for a person enjoying **PURCHASING AND INVENTORY CONTROL**

Accuracy, dedication, team spirit and a willingness to learn are valuable assets.

Initially the position will require to also be involved in shipping and receiving. Interested candidates are requested to submit resumes in confidence to:

DEWILDE FLUID SYSTEMS INC.
400 Morobel Drive, Unit 5
Milton, Ont., L9T 4N6
Attn. Mr. Norman L. Dunn

POLYMERIC RESINS INC.

MILTON
requires

Accountant

Company seeks fulltime Accountant to assist Controller in all aspects of manufacturing environment.

878-6448

42D Hospital, Medical & Dental

ENJOY Helping Seniors? Use your life experience. Flexible person who enjoys variety. Home care Selectacare 842-5584.

Required Immediately for Busy Medical Office:

Part-time medical typist/receptionist for one day per week plus occasional fill in. Must have experience in medical terminology and use of dictaphone. Pleasant manner a necessity.

Please apply in writing with resume to
Box 1648, Canadian Champion
191 Main St. E., Milton, L9T 4N9

CERTIFIED DENTAL ASSISTANT

to join a friendly, happy team of five in a preventive-oriented practice

3 1/2 days per week.

(Monday, Tuesday, Wednesday A.M., Thursday)
Reply in writing with resume to
Dr. Barbara Wilson
106 Wakefield Road, Suite 1
Milton, Ontario, L9T 2L8

42F Teaching Opportunities

E.C.E. & N.N.E.B. Teachers, also daycare helper for Milton area. Transportation or car necessary. Good salary & benefits. 875-1955.



THE HALTON BOARD OF EDUCATION
requires

HOME INSTRUCTION TEACHER

to work half days with an adolescent student with special needs in the area of low/limited vision. His subjects are Grade 11, 12 history and English.

Please apply by calling Cathy Doyle,
Milton District High School, (416) 878-2839.

PAT HILLHOUSE CHAIR
BOB WILLIAMS DIRECTOR

43 Daycare

BABYSITTING available in my home. Nutritious meals. Playroom with lots of toys, books & games. Fenced-in back yard with swing set & most of all lots of T.L.C. (Reference avail.) Call Mary, 878-0640.

MOTHER of one would like to babysit one child full time. References available. Please call 875-0130.

RELIABLE mother to babysit in her own home. Mon-Fri. Laurier and Vanier area. 875-0188.

DEPENDABLE daycare available. Would love a playmate for my 4-year-old. Please call 878-2769.

HOUSEKEEPER. Reliable. To care for 11- & 12-year-old children. 519-883-9903 or 416-878-4193. Ask for Bill.

BABYSITTER required for occasional evenings, etc. in home on Bronte St. near I.G.A. 878-4408.

43 Daycare



PRIMARY COLOURS PRE-SCHOOL
Donna Wood E.C.E.
327 Bronte Street South
Milton, Ontario
L9T 4A4
(416) 878-5992

OPEN HOUSE

Week of January 16-21
Mon., Tues. & Wed. 9 a.m. to 4 p.m.
Thursday & Friday 9 a.m. to 8 p.m.
Saturday 10 a.m.-3 p.m.
2 Morning or Afternoon Programs
3 Morning Programs
Jr. Kindergarten Program

Wee Care Daycare Centre

(445864 Ont.Ltd.)
258 Commercial St., Milton
878-7552

Fully nursery school program. Ages 18 mos.-5 yrs.
Hot noon dinner plus 2 nutritious snacks.
Nap facilities.
Large well equipped playground. Open all year.
Monday-Friday 7:00 a.m.-6:00 p.m.
Experienced qualified staff. Government licensed & inspected.
Please call for further information.

NANNIES/HOUSEKEEPERS Available

Filipino and Irish beginning March through October. Excellent selection. Call

TRAFALGAR PERSONNEL LTD.
849-6520

LOOKING for experienced person to care for 10-month-old and 4-year-old boys, in our home. Hours approximately 8 a.m. to 3 p.m. Own transportation required. References preferred. Call 878-4264 after 6 p.m.

MOTHER of two will babysit in my home. Hot lunches & large fenced-in yard in country 878-9308.

PART-TIME babysitter wanted for 2 young children (13 mth & 4 mth.) in my home. Transportation necessary. 519-856-4809.

CHILDCARE needed for 8-year-old girl, Robert Baldwin School, before and after school for February 1st. Phone collect, 1-747-9168.

MOTHER of 2 will babysit one child, full time, Monday to Friday. 876-4978.

CARING mother of two offers daycare in my home. Children ages 18 mths. and up are preferred. Full or part-time available. Wilson & Woodward area. Please call 878-0665.

URGENTLY required babysitter in my home Monday to Friday. Call 878-2615 after 5 p.m. Anytime on weekends.

44 Employment Wanted

HOUSEKEEPER available immediately. References supplied upon request. 878-1596.

IN-HOME Secretarial Service. Efficient & professional typing to meet your needs. Call Julie at 876-1314.

46 Tuition

ONTARIO CONSERVATORY OF MUSIC

Celebrating its 50th year is now enrolling for January/February classes. Learner instruments for beginners.

FREE APTITUDE TESTING
Call after 4 p.m.
878-7090

47 Career Training

RETURN-TO-WORK PROGRAM (part-time)

- Business skills
- Word processing/Lotus 1,2,3
- Day & evening classes

Financial aid may be available.

Halton Business Institute
637-3415