

OFFICE HELP

CAPABLE MEN AND WOMEN AVAILABLE

ACCOUNTANTS
ADDRESSOGRAPH OPERATORS
BILLERS
BOOKKEEPERS
CARDWRITERS
CALCULATORS FOR:
BURROUGHS
COMPTON
MARCHANT
MONROE
CASHIERS
CHEMISTS
COST CLERKS
COLLECTORS
CREDITMEN
DICTAPHONISTS
DRAFTSMEN
EDIPHONISTS
ENGINEERS
EXECUTIVES
FILE CLERKS
GRAPHOTYPE OPERS.
INSURANCE CLERKS
JUNIOR CLERKS
KEYPUNCH OPERS.
LAWYERS



MACHINE BILLERS
MACHINE BOOKKEEPERS
MAIL ROOM CLERKS
MIMEOGRAPH OPERS.
MULTIGRAPH OPERS.
OFFICE BOYS
OFFICE CLERKS
OFFICE MANAGERS
ORDER CLERKS
P.B.X. OPERATORS
PAY ROLL CLERKS
PRICE CLERKS
PURCHASING AGTS.
RECEIVING CLERKS
SALESMEN
SECRETARIES
SHIPPING CLERKS
STATISTICIANS
STENOGRAPHERS
STOCK CLERKS
TECHNICAL MEN
TIMEKEEPERS
TRAFFIC MEN
TYPISTS
WINDOW TRIMMERS

Call GARfield 5020

• We find, investigate and submit to you capable men and women for all Clerical, Technical, Sales and Office Positions. • No Charge to the Employer for our Service. • 28 Years in this Business.

PACIFIC AUDIT & SYSTEM CO.

(AGENCY)
21 YEARS AT 57 POST STREET
OFFICES - SAN FRANCISCO, OAKLAND, LOS ANGELES



MEN and WOMEN OFFICE HELP

OFFICE - SALES - TECHNICAL

- | | | | |
|---|---|--|---|
| <ol style="list-style-type: none"> Executives
Accountants
Auditors
Cost Accountants
Credit Managers
Office Managers
Purchasing Agents Clerical
Addressograph Operators
Bookkeepers
Cashiers
Clerks
Collectors
Credit Clerks
Delivery Boys
Ditto Operators
File Clerks
Fountain Clerks
Graphotype Operators
Junior Accountants
Junior Clerks Machine-Bookkeepers & Calculators
Burroughs Calculators
Complimeter Operators
Elliott-Fisher Operators
Friden Calculators
Monroe Calculators
Moon-Hopkins Operators | <ol style="list-style-type: none"> Steno-Secretaries
Dictaphone Operators
Ediphone Operators
Secretaries
Stenographers
Stenographer—Legal
Teletype Operators
Typists
Typists, Billers
Typists, Statistical
Typists, Stencils
Variotype Operators Insurance Dept.
Auto Brokers
Casualty Fire | <ol style="list-style-type: none"> N. C. R. Operators
Remington Operators
Sunstrand Operators Steno-Secretaries
Dictaphone Operators
Ediphone Operators
Secretaries
Stenographers
Stenographer—Legal
Teletype Operators
Typists
Typists, Billers
Typists, Statistical
Typists, Stencils
Variotype Operators Insurance Dept.
Auto Brokers
Casualty Fire | <ol style="list-style-type: none"> Life Marine Sales-Canvassers-Retail
Canvassers
Demonstrators
Sales
Sales Supervisors Technical
Attorneys
Chemists
Copywriters
Draftsmen
Engineers
Librarians
Show Card Writers
Statisticians
Teachers, Commercial
Time Study Engineers
Window Trimmers |
|---|---|--|---|

Free Service to Employer

Douglas 2850

SCOFIELD'S

(AGENCY)

OAKLAND
1440 Broadway

593 MARKET ST.



Employment Agencies.

American-Italian Employment Agency
752 Howard. DO uglas-2632

ANDERSON F GEARY EMPLOYMENT BUREAU
SELECTED DOMESTIC HELP
SCANDINAVIAN - GERMAN
Cooks, Nurses, Maids, Governesses, Butlers, Chauffeurs and Gardeners or Couples
1145 Polk. TU xedo-6464
Nights or Holidays call. HE mlock-1234

Andre Employment Ofc 1801 Buchanan. FI Imor-5165

ATKINSON NINA
Nina Atkinson (Agy.) Josephine Taylor
CAREFULLY SELECTED APPLICANTS
MEN AND WOMEN
IN ALL CLASSIFICATIONS
ALWAYS AVAILABLE
117 Montgomery. GA rfd-4070

BARCLAY CALCULATING & SECRETARIAL BUREAU 605 Market. DO uglas-1749
BRADBURY PLACEMENT AGENCY 68 Post. GA rfd-0515
Bureau of Vocational Service Russ Bldg. DO uglas-2757

BUSINESS MEN'S CLEARING HOUSE AGENCY
Call EX brook 5633
FOR COMPETENT HELP
Executive, Office, Sales, Technical
BOTH MEN AND WOMEN
525 Market. EX brook-5633

Calif Hotels Employment Bureau
51 McAllister. MA rket-1124

Calif State of
Employment Dept of
Division of State Employment Agencies
Commercial Dept 154 Saann. EX brook-5656
Industrial Dept 1690 Msn. HE mlock-3800

CERTIFIED PLACEMENT AGENCY
V. CLAMPITT E. JOHNSTONE
"Employees for Employers"
OFFICE - SALES
TECHNICAL
SELECTIVE SERVICE
79 Post. DO uglas-6090

China Employment Agency
103 Waverly Pl. CH ina-1639
CHINESE CENTER EMPLOYMENT AGENCY 65 Brenham Place. DO uglas-3162
Circle Elsie Domestic Agency 1716 Clay. OR dway-9226
Clerical Placement Bureau 580 Market. GA rfd-1617
Commercial Placement Bureau 79 Post. DO uglas-6090

COMMUNITY PLACEMENT BUREAU INC
SPONSORED BY S. F. EMPLOYERS
Use Your
"Community" Service
For
ACCOUNTANTS, BOOKKEEPERS, STENOS.,
SALES CLERKS, STOCK CLERKS,
OFFICE BOYS
153 Kearny. GA rfd-4004

Consolidated Agencies 57 Post. GA rfd-5020
Continuation School
Employment Dept 1076 Mission. HE mlock-6379
Cooks Assn of Pac Coast Inc 534 Polk. OR dway-2357
DICKINSON-WARREN SECRETARIAL SCHOOL
Free Graduate Placement
369 Pine. EX brook-0992

DOMESTIC BUREAU AGENCY THE PRIVATE FAMILY HELP
A Specialty
A LICENSED AGENCY
For Child Nurses, Practical Nurses, Couples, Butlers, Chauffeurs and
GENERAL HOUSEHOLD HELP
Your Employment Problems Solved to Your Satisfaction
1404 Larkin. TU xedo-6336

ENGINEERING SOCIETIES EMPLOYMENT SERVICE 57 Post. SU tter-1684
(Continued Next Page)

Employment Agencies.—(Cont'd)

EXECUTIVES SERVICE
MEN AND WOMEN
Executive, Clerical, Sales,
Technical and Professional
Help Supplied
Central Tower
703 Market. DO uglas-7907

Filipino Employment Bureau
65 Brenham Pl. DO uglas-3162
Gibbs Employment Agency 883 Market. DO uglas-0978
Harry J 1623 Buchanan. WE st-5546
Health Employment Agency Mills Bldg. EX brook-7979
Heath Margaret Mills Bldg. EX brook-7979
Hori S Employment Agency 1725 Post. WE st-2803
HOTEL REPORTER EMPLOYMENT AGENCY 20 Ellis. EX brook-8404

INTERNATIONAL EMPLOYMENT AGENCY
G. SBRAGIA, Proprietor
YOU NEED HELP—LET US HELP YOU
Cooks - Waiters - Dishwashers - Housemen
Janitors - Mechanics - Laborers - All Kinds
For Clubs - Bakeries - Hospitals - Gas Stations
Garages-Dairies and Farms-Also Filipino Help
778 Howard. DO uglas-4155

Italian-American Employment Agency
Emilio Ruts-Proprietor
Gene Scandola-Manager
752 Howard. DO uglas-2632
JAP-AMER EMPLOYMENT AGENCY
1623 Buchanan. WE st-5546
If no answer call. WE st-3805
Jap Emp Co 1647 Post. WE st-6524
Jap Emp Office 1623 Buchanan. WE st-5546
Jap Employment Office 2238 Fillmore. FI Imor-2733
Japanese Labor Association The
1525 1/2 Geary. FI Imor-0243
KEMP AGENCY 681 Market. GA rfd-7024

KINNEY C D
Since 1907
C. D. KINNEY
CHINESE and
FILIPINO HELP
For
Hotels—Families—Apartments—Clubs, etc.
65 Brenham Place. DO uglas-3162

Knight's Emp Agency 16 Geary. GA rfd-2863
Low's Employment Bureau 756 Sacto. EX brook-4563
Masonic Employment Bureau
Van Ness & Oak. MA rket-0340
Miller Personnel Bureau 605 Market. GA rfd-3571
Models Free Placement Bureau
435 Powell. GA rfd-4355

MURRAY & READY
Hotel, Restaurant, Innt & Club
Male & Female Dept
102 Golden Gate Av. TU xedo-3001
MURRAY & READY 786 Howard. SU tter-1205
National Employment Agency
1026 Market. UN drhil-2210
Noble Agency 681 Market. GA rfd-4278
Norton Employment Agency 2152 Sutr. WA Innt-9774

ORIENTAL EMPLOYMENT AGENCY
S. SHIMA, Prop.
JAPANESE
CHINESE FILIPINO
For Families, Hotels, Apartments,
Restaurants, Clubs, Etc.
Also House Cleaning
1647 Post. WE st-6524

PAC AUDIT & SYSTEM CO INC 57 Post. GA rfd-5020
Pearce Employment Agency
1182 Market. HE mlock-6406
Plunkett Kate Miss 1896 Sutter. WE st-5825

PRIVATE BRANCH EXCHANGE AND TELETYPEWRITER ATTENDANTS
Trained attendants for temporary, vacation or permanent employment. Free placement service for qualified applicants seeking positions as private branch exchange or teletypewriter attendants.
"SERVICE RENDERED BY"

PACIFIC TEL & TEL CO
Private Branch Exchange Bureau
480 Bush. GA rfd-9000

Employment Agencies.—(Cont'd)

PROFESSIONAL & BUSINESS PLACEMENTS
SPECIALIZING IN
TRAINED PERSONNEL FOR
Hospitals Medical Offices
X-Ray Labs Dental Offices
Clin. Labs and Clinics
H. J. Cowie, M.D. L. F. Johnson, R.N.
83 McAllister. MA rket-8168

Reliable Emp Agency 716 Howard. SU tter-5796
REMINGTON RAND INC 509 Mkt. DO uglas-8600
ROYAL TYPEWRITER CO INC
153 Kearny. GA rfd-8030
S F Agency 703 Market. DO uglas-7907
S F Placement Bureau The Pacific Bldg. EX brook-7861
Scotfield Bureau 593 Market. DO uglas-2850
SHIMA S EMPLOYMENT AGENCY
1647 Post. WE st-6524
Steidel L R Mrs 620 Market. GA rfd-6838
Togo Employment Agency 1908 Sutter. FI Imor-1135
Town & Country Employment Agency
942 Market. DO uglas-1815
UNDERWOOD ELLIOTT FISHER COMPANY 581 Market. GA rfd-5620
Vocational Service Bureau Russ Bldg. DO uglas-4586
Welter G N 703 Market. DO uglas-7907

Employment Agencies—Apartment House
National Employment Agy 1026 Mkt. UN drhil-2210

Employment Agencies—Bakery
Gibbs Employment Agency 883 Market. DO uglas-0978

Employment Agencies—Clerical
BRADBURY PLACEMENT AGENCY
"A REPUTABLE SERVICE"
EXECUTIVE, OFFICE, SALES
AND TECHNICAL
Careful Selection and Investigation
for the Employer who wants the Best
68 Post. GA rfd-0515

BUREAU OF VOCATIONAL SERVICE
Eva M O'Kane
Russ Bldg. DO uglas-2757
Clerical Placement Bureau 580 Market. GA rfd-1617
(See Advertisement This Page)
Commercial Placement Bureau 79 Post. DO uglas-6090
Community Placement Bureau Inc
Sponsored by S F Employers
153 Kearny. GA rfd-4004
DICKINSON-WARREN SECRETARIAL SCHOOL
Free Graduate Placement
369 Pine. EX brook-0992
GIBBS EMPLOYMENT AGENCY
883 Market. DO uglas-0978
HEATH EMPLOYMENT AGENCY
Margaret Heath
Mills Bldg. EX brook-7979
KEMP AGENCY 681 Market. GA rfd-7024
MILLER PERSONNEL BUREAU
605 Market. GA rfd-3571
NOBLE AGENCY
Office-Medical-Reg & Grad Nurses
681 Market. GA rfd-4278
Pacific Audit & System Co Inc 57 Post. GA rfd-5020
(See Advertisement Opposite Page)

CLERICAL PLACEMENT BUREAU
AGENCY
580 MARKET ST.
MEN AND WOMEN
Courteous and Prompt Service Assured

STENOGRAPHERS	EXECUTIVES
TYPISTS	DRAFTSMEN
P B X OPERATORS	CREDIT MEN
BOOKKEEPERS	SHIPPING CLERKS
ACCOUNTANTS	STOCK CLERKS
CALCULATING MCH.	OFFICE BOYS
SALES	TECHNICAL

TELEPHONES
GARfield 1617 or 7770
No Charge to Employer for Our Service

Employment Agencies—Clerical—(Continued)

PEARCE EMPLOYMENT AGENCY
Marie Phelps—Anita Crocker
EXECUTIVE
TECHNICAL
CLERICAL - SALES
AND DOMESTIC EMPLOYEES
1182 Market. HE mlock-6406

Scotfield Bureau 593 Market. DO uglas-2850
(See Advertisement Opposite Page)
STEIDEL L R MRS 620 Market. GA rfd-6838

Employment Agencies—Fountain
National Employment Agency
1026 Market. UN drhil-2210

Employment Agencies—Free
Royal Typewriter Co Inc 153 Kearny. GA rfd-8030

Employment Agencies—Hotel
CALIFORNIA HOTELS EMPLOYMENT AGENCY 51 McAllister. MA rket-1124
Cooks Assn of Pac Coast Inc 534 Polk. OR dway-2357
Gibbs Employment Agency 883 Market. DO uglas-0978
HOTEL REPORTER EMPLOYMENT AGENCY
20 Ellis. EX brook-8404
National Employment Agy 1026 Mkt. UN drhil-2210

Employment Agencies—Household
Anderson F Geary Employment Bureau
1145 Polk. TU xedo-6464

NATIONAL EMPLOYMENT AGENCY
Established 1928
DOMESTIC HELP
HEADQUARTERS
PROMPT EFFICIENT SERVICE
Cooks - Maids - Children's Nurses - Governesses
Couples - Butlers - Chauffeurs - Housemen
Gardeners - Practical Nurses
1026 Market. UN drhil-2210

Town & Country Employment Agency
942 Market. DO uglas-1815

TOWN & COUNTRY EMPLOYMENT AGENCY
COOKS
MAIDS
COUPLES
BUTLERS
CHAUFFEURS
GOVERNESSES
NURSES
DOMESTIC & NURSING SERVICE
942 Market. DO uglas-1815

Employment Agencies—Industrial
National Employment Agency
1026 Market. UN drhil-2210

Employment Agencies—Labor
MURRAY & READY 786 Howard. SU tter-1205
National Employment Agency
1026 Market. UN drhil-2210

Employment Agencies—Models
Morgan Patricia School of Modeling & Charm
435 Powell. GA rfd-4355

FOUR THOUGHTFUL ITEMS OF TELEPHONE PROCEDURE

1. Please answer promptly.
2. Please be on the line when the party you want takes down his receiver.
3. Please speak as cordially as you would if face-to-face.
4. Please place the receiver on the hook gently when hanging up.