

Careers Careers Careers

515 Skilled & Technical Help 525 Office Help 525 Office Help 530 Sales Help & Agents

Physical Planning Associates is a multi-disciplined firm of Consulting Engineers involved in a variety of Institutional, Commercial & Industrial projects. We have the following opportunities:
Electrical & Mechanical Designers for the design and facility auditing of buildings ranging from schools, hospitals, colleges, universities, offices and high rise apartments.
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 Autocad skills, specification writing and cost estimating combined with 10 years experience are essential for all positions. Please forward resume to:
Physical Planning Associates,
 60 Centurian Drive, Suite 220,
 Markham, Ontario, L3R 8T5.

SENIOR WORD PROCESSING OPERATOR
 A firm of engineers, architects and planners located at Highway 7 and Leslie, requires a SENIOR OPERATOR experienced in Apple/Macintosh Microsoft/Word Processing. Must be prepared to relieve receptionist as required.
 Applicants can apply to:
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ADMINISTRATIVE ASSISTANT
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 Fax: 905-415-0352

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TOOL & DIE MAKER
 We currently have an exciting career opportunity for a highly motivated Tool & Die Maker to join our team in Markham, Ontario.
 The successful applicant will have completed their apprenticeship or be in their 4th year, and be fully capable of handling all aspects of die maintenance, troubleshooting and optimization on high speed, high precision progressive dies in an around the clock manufacturing environment.
 If you are looking for an opportunity to work in a world class facility with world class tools and equipment, please forward your resume to:
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 245 Renfrew Drive
 Markham, Ont. L3R 5S3
 Attn: Toolroom Foreman

555 Domestic Help Available
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RELIABLE cleaning lady available with references. Please call Sandra at 905-294-8294.

ADMINISTRATIVE SECRETARY
 Cosburn Giberson Landscape Architects have an administrative secretarial position open immediately. The firm is offering a career challenge to an organized person to work with a team who takes pride in their work. Responsibilities include word processing, reception, basic accounting and management of office supplies. Computer literacy in Microsoft 6.0 is required. Knowledge of Lotus for Windows, Version 4, would be an asset. Candidates will require excellent communication skills and a demonstrated ability to complete work independently. Interested applicants shall apply in writing to:
Cosburn Giberson Landscape Architects
 7270 Woodbine Ave., Suite 100
 Markham, Ontario L3R 4B9
 Phone (905) 475-6988 Fax (905) 475-5930

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 Expanding chain of shopping mall furniture boutiques is accepting applications for full part-time sales positions. Previous sales experience is an asset, but successful candidates are provided with extensive training.
 Resumes should be mailed to:
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 Box 460
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 Fax 519-363-2509

510 General Help

WHITCHURCH-STOUFFVILLE RECRUITMENT
SUMMER PARKS AND RECREATION STAFF
 Applications are invited from mature individuals seeking seasonal summer employment commencing April 24, 1995 through to September 1, 1995. The Town of Whitchurch-Stouffville is seeking persons with grounds maintenance experience to assist in the daily operations within the Municipality. Interested individuals should have experience in the operation of all equipment required in maintaining parks operations. A qualified 'G' driver's licence is required.
 Interested persons may submit their resume, appropriately marked as to the position being applied for, no later than Friday, March 17, 1995 at 4:30 p.m. to:
 Town of Whitchurch-Stouffville
 c/o Chief Administrative Officer's Department
 19 Civic Avenue, P.O. Box 419
 Stouffville, Ontario, L4A 7Z6
 For further information, please contact John Fockler, Parks and Recreation Foreman, at (905) 640-6527, ext. 27.
 We thank all applicants and advise only those selected for an interview will be contacted. Personal information is collected under the legal authority of the Municipal Act R.S.O., 1990, cM45 as amended, and will be used to determine eligibility for employment.

510 General Help

RECEPTIONIST
 An Electronics Company located near Hwy 7 & Woodbine Ave. is looking for a Receptionist (contract position). Candidate must be personable and be willing to learn. Typing & accounting experience an asset.
 Apply in person to:
DGW ELECTRONICS CORP.
 85 Spy Court
 Markham, Ontario L3R 4Z4
 (no calls please)

510 General Help
FIELD SERVICE TECHNICIAN
 Field Service Technician is required for field service support of photocopiers, fax machines (Mita/Ricoh) in the Toronto and surrounding area. Applicants with experience preferred. Candidates without a car need not apply. Qualified applicants can forward their resumes to:
BRYTE COM INC.
 BOX 58, GORMLEY, ONTARIO L0H 1G0
 FAX: (905) 888-9420

RECEPTIONIST/SECRETARY
 Part time position (three days a week), with some experience and knowledge of WordPerfect 5.1. Please send resume before March 17th, 1995 to:
Mr. Perrault
 50 McIntosh Drive, Unit 111
 Markham, Ontario L3R 9T3

530 Sales Help & Agents

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