

Careers

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General Help

General Help

General Help

Office/
Administration

Office/
Administration



CORPORATE SALES COORDINATOR

ABOUT US

A subsidiary of Torstar Corporation, Metroland is one of Canada's premier media companies. Metroland delivers up-to-the-minute vital business and community information to millions of people across Ontario and nationally. We have grown significantly in recent years in terms of audience and advertisers and we're continuing to invest heavily in developing best-in-class talent, products and technology to accelerate our growth in the media landscape and strengthen our connection to the community.

THE OPPORTUNITY

We have an exciting, opportunity for a Sales & Marketing Coordinator in our Corporate Sales Division reporting to our Sales Support Supervisor. This position is responsible for supporting the Corporate Sales team to provide the most efficient service for advertisers. Primary responsibilities will include coordinating all aspects of pre and post-sales including order fulfillment, reporting, customer service and other duties as outlined below.

KEY ACCOUNTABILITIES

- This role will be the primary point of contact for all operational questions or issues related to the assigned advertising sales desk
- Is the primary contact for problem solving on all issues; including fulfilling advertiser requests, billing and credit discrepancies, research and fulfillment issues
- Work with centralized ad operations teams, including order entry/billing, ad trafficking, campaign optimization and reporting
- Maintains increased knowledge of all products and systems within the company portfolio
- Work with Sales and Analytics teams to plan and optimize campaigns for performance.

WHAT WE'RE LOOKING FOR

- Degree or Diploma in Business, Advertising or Marketing or equivalent work experience
- Strong attention to detail, organized and possess the ability to self manage multiple projects simultaneously with minimal supervision
- Superior time management and organizational skills with the ability to set priorities and meet deadlines
- Strong verbal, written and listening communication skills
- Highly collaborative team player, both within the company and with clients
- High computer proficiency: Word, Excel, Powerpoint

To apply visit www.Metroland.com

OUR AODA COMMITMENT

Metroland is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Metroland will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

NEEDED IMMEDIATELY!! NEWSPAPER CARRIERS

To deliver door to door in
ACTON and GEORGETOWN
GEORGETOWN ROUTES

Airedale Court
Baylor Crescent
Byron Crescent
Chapel Street
Cleaveland Drive
Confederation Street, Glen Williams
Corey Circle
Eaton Street
Edwin Lane
Elizabeth Drive
Gairey Drive
George Street
Guelph Street
Hall Road
Henry Street
Irwin Crescent
Main Street, South
Mountainview Road, North
Niagara Trail
Normandy Boulevard
Park Street
Pine Valley Trail
Prince Charles Drive
Rexway Drive
River Drive
Sargent Road
Stewart McLaren
Sumac Trail
Promenade Trail

ACTON ROUTES

Adams Court
Berry Street
Birchway Place
Churchill Road, North
Doctor Moore Court
Duby Road
Elmore Drive
Greenore Crescent
Hurst Street
Main Street, South
Peel Street
Somerville Road
Spruce Street
Tanners Street
Young Street

Contact: **Shelley Papineau**

The Independent and Free Press
280 Guelph Street, Unit 77
Georgetown, Ontario L7G 4B1
spapineau@metroland.com
905-234-1019



CHRYSLER • DODGE • JEEP • (2008) LTD.

RECEPTIONIST PART-TIME

We are currently looking for a part time evening Receptionist. If you have telephone skills, enjoy greeting clients and general reception duties.

Apply to:
randyc@georgetownchrysler.ca
Or fax to: 905-877-4557

A very busy accounting office is looking for a Full-Time experienced
Accountant

Please submit resume with salary expectations via email
rmrmarsh@bellnet.ca, fax
519-853-2141 or mail to
P.O. Box 39 Acton, ON L7J 2M2

Only those selected for an interview will be notified.



THE INDEPENDENT
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classifieds@metroland.com

General Help

General Help

General Help

Office/
Administration

Teaching
Opportunities

DETAILED CLEANERS

WANTED BY LOCAL CLEANING COMPANY FOR CLEANING HOMES IN GEORGETOWN AREA. VEHICLE REQUIRED. PLEASE CALL 905-877-4595.

ESSO GAS STATION

Georgetown
Hiring F/T & P/T
Customer Service.
Will train.
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or call
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OPEN 7 DAYS 24 HRS

flexible & doesn't meet your school needs? Apply to join our team!! Starting base wage for PT \$12.50/hr. & a full-time shift premium @ \$14/hr to start. Your ability to produce in a fast paced environment will result in an average wage of \$14.50/hr to \$18/hr.

Now hiring 8am-4pm and 4pm-12pm.

Receptionist

part time for job share position in busy Wellness Centre. Must be flexible, detail oriented and able to multi task. Knowledge of QuickBooks an asset. Please email resume to: gnwc@bellnet.ca No phone calls please



Technical/
Skilled Trades

APPLY NOW!

ELITE DOOR & INDUSTRIAL
Georgetown, hiring people FT TO ASSIST Door Technicians. Mechanically inclined an asset. Valid Driver's lic. Benefits & incentive programs. Call 905-877-8100



Technical/
Skilled Trades

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Fax: 1-866-299-1499

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