



Dufferin Aggregates

A division of CRH Canada Group Inc.

DUFFERIN AGGREGATES is holding a CAREER FAIR!

Dufferin aggregates, a division of CRH Canada is hiring **General Laborers, Scale Operators & Equipment Operators!** We are looking to fill positions in **Cambridge, Paris, Aberfoyle, Milton, Flamborough and Millcreek**. At these fairs you will have the opportunity to meet with CRH representatives and showcase your talent!

CAMBRIDGE:

Date: **Saturday, February 9, 2019**
 Time: **8:00 a.m. to 2:00 p.m.**
 Location: **700 Hespler Rd. Cambridge, N3H 5L8**

MILTON:

Date: **Saturday, March 23, 2019**
 Time: **8:00 a.m. to 2:00 p.m.**
 Location: **2750 High Point Dr, Milton, ON L9T 5G5**

MAIN QUALIFICATIONS:

- **Must be able to work in a high stressed, fast paced environment with the ability to multi-task**
- **Must be safety oriented**
- **Must be willing to work rotating shifts. overtime and weekends when required**

Please bring a copy of your updated resumes to the fair!

Send Resumes to: martin.bradley@ca.crh.com
walter.heyden@ca.crh.com or recruiting@ca.crh.com



Connected to your community™



PART-TIME OFFICE ADMINISTRATOR

THE OPPORTUNITY

We are looking for a hard working individual that is interested in a **part-time position as an Office Administrator**. This position is responsible for top-rate customer service to customers and clients along with various administrative tasks. Reporting to the Director of Media, this position resides at our **Georgetown location – Independent Free Press**.

KEY ACCOUNTABILITIES

- Provide excellent customer service while answering and directing all incoming phone calls.
- Handle customer walk-in inquiries and payments.
- Generate sales leads for the sales team.
- Assist with classified section customers and report all paid ads to the classified department prior to press deadline.
- General office administration duties including mail pick up, meeting preparation, ordering office supplies, liaise with cleaning company, contractors, or repairman.
- Support sales team with accounting inquiries, refunds, payments, reprinting of invoices, amendments to client information, and work with accounting as needed for payment discrepancies.

WHAT WE'RE LOOKING FOR

- 1-3 years of experience in Office Administration.
- Customer focused, with strong interpersonal skills.
- Teamplayer
- Strong communication skills both written and verbal as well as a competent listener.
- Proficient computer skills in Microsoft Word and Excel.
- Effective organizational skills, ability to manage time and prioritize tasks appropriately. Ability to excel in a fast-paced, deadline driven and demanding environment.
- Accounting or equivalent Educational Background is an asset.

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.

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