

525 Office Help

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530 Sales Help & Agents

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### THE HAMILTON SPECTATOR

A Division of Metroland Media Group Ltd.

The Hamilton Spectator is an innovative media organization and industry leader. We continually strive to provide information and advertising solutions in new and exciting ways both in print and online. We are a division of Metroland Media Group Ltd., a large and dynamic group of companies including daily and community newspapers, magazines, directories, consumer shows and more.

The Hamilton Spectator is currently searching for candidates to fill the following roles in our Business Office:

#### Accounting Administrator (Full-Time)

This position is responsible for the analysis, maintenance and processing of customer accounts on a daily basis, including producing various supporting reports. This is a position that will provide the opportunity to learn various accounting procedures and systems, while providing high quality customer service.

We are looking for a candidate that has a University degree or College diploma and a strong interest in working in an accounting environment. An Accounting Administrator must have outstanding customer service skills, strong mathematical and reconciliation abilities and excellent verbal and written communication skills. We are also looking for a demonstrated ability to manage multiple tasks in a fast-paced, deadline driven environment.

This is a position that provides opportunity for growth, a competitive wage and a comprehensive benefits package.

#### Credit Administrator (Temporary Contract - two positions)

The credit area of the Business Office is currently seeking two full-time Credit Administrators for temporary contracts of approximately one year. These positions will be required to provide top-rate customer service to clients, establish credit ratings and limits, monitor credit extensions and complete monthly collection calls.

We are looking for candidates with basic accounting or the equivalent educational background, risk management skills and a minimum of two years of credit and collections experience.

Both of the above positions require a high level of proficiency in the Microsoft suite of products including Excel, Word and Access and the following proven competencies:

- Action Oriented
- Integrity & Trust
- Customer Focus
- Organization
- Priority Setting
- Problem Solving
- Technical Learning
- Functional Accounting Skills

If interested apply IN WRITING to the Human Resources Department prior to Feb. 11, 2008.

**The Hamilton Spectator Human Resources Department**  
44 Frid Street  
Hamilton, Ontario  
L8N 3G3  
Fax: (905) 526-9211  
email: [specjobs@thespec.com](mailto:specjobs@thespec.com)

We thank you for your interest but only those candidates receiving an interview will be contacted. No phone calls or agencies, please.



# Outside Sales



"City Parent is an amazing place to work. Although it is a fast paced, deadline oriented sales organization, the company recognizes the importance of our family priorities. Working together as a team makes for a great environment. There is a solid client base that can be attributed to the long term relationships we have built. More and more businesses are targeting their advertising to reach the important family market and City Parent continues to become even more successful - the potential is limitless!"

Pam, Shari, Kelley, Deb & Karen  
City Parent



Due to business growth, we are seeking dynamic individuals for the full-time position of **Outside Sales Representative** for the Greater Toronto Area.

City Parent Newsmagazine, a Division of Metroland Media Group Ltd. is Canada's leading regional parenting publication. Published monthly, it provides targeted, cost effective advertising and marketing opportunities to local and national businesses interested in reaching families. Award winning content relevant to local communities provides the most comprehensive information for the whole family. Our online portal ([cityparent.com](http://cityparent.com)), and multiple specialty publications and events provide advertisers with one-stop marketing solutions to reach Canadian families.

The qualified candidate will be a motivated, independent, self-starter with previous retail, outside or inside sales experience. You will possess excellent written and verbal communication skills and will be motivated to achieve results.

In this role, you will be customer focused and will build strong relationships with new and existing clients by ensuring that their directory advertising needs are met. You will be goal-oriented and capable of meeting monthly targets. A reliable vehicle is required.

If you would like to work for a leader in the media industry this opportunity may be the right one for you. We offer a competitive compensation and benefit package including:

- Healthcare and Dental Benefits
- Deferred Profit Sharing Plan
- Life Insurance
- 3 Weeks Vacation to Start
- Sales Incentives and Contests
- Career Development and Advancement Opportunities
- Competitive Salary & Commission Structure
- Automotive Allowance

If interested please forward your resume to:  
[Kbreeson@metroland.com](mailto:Kbreeson@metroland.com)

We appreciate the interest of all applicants however only those selected for an interview will be contacted. No phone calls or agencies please.

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### PCITY Parent

City Parent Publication, a division of Metroland Media Group Ltd. is seeking an experienced

#### Advertising Sales Manager

In this role, the qualified candidate will be responsible for establishing and managing the sales and marketing initiatives as it relates to advertising and promotional activities. In doing so, you will interact with the sales team in communicating sales goals in accordance with the overall business strategy. You will foster positive relationships with clients and support the sales team in developing new business. In addition to supporting the sales team, you will be actively selling advertising and responsible for attaining personal sales targets.

To succeed in this role you will have a minimum of three years experience in a sales management capacity. You will also demonstrate the following competencies:

- Business Acumen
- Delegation
- Hiring & Staffing
- Motivating Others
- Problem Solving
- Planning
- Customer Focus

If you would like to work for a leader in the media industry this opportunity may be the right one for you. A reliable vehicle is required.

If interested please forward your resumes to [kbreeson@metroland.com](mailto:kbreeson@metroland.com) or fax (905) 337-5571 no later than February 8th, 2008.

We appreciate the interest of all applicants; however only those selected for an interview will be contacted. No phone calls or agencies please.

Looking for motivated people to expand our Financial Services Business in the Milton area. Part time or full time, training provided. Please call Kay at: 416-838-7375

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We have Full-Time opportunities in our Oakville office for:  
**Travel Agents**  
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535 Hospital, Medical, Dental

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**RECEPTIONIST**  
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Please fax resume to:  
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**Aesthetician/Marketer/Clinic Manager**  
for evolving medical/laser/ aesthetic clinic. Sales experience a must. Must be creative, outgoing, upbeat, organized self starter, superior people skills. Computer/ Internet savvy. F/T Wage + % of gross. Some training provided.  
E-mail resume to: [ehajcsar@cogeco.ca](mailto:ehajcsar@cogeco.ca)

**DENTAL RECEPTIONIST**  
4 days/week, Milton. Dental computer software familiar.  
Please send resumes to:  
Box # 1020  
c/o Milton Champion  
555 Industrial Dr.  
2nd floor, Milton, ON L9T 5E1

**540 Hotel Restaurant**  
**Full-Time Exp. Italian Cooks**  
required. Call Nadia between 10:30 - 11:30am. 905-878-8511

540 Hotel Restaurant

**Homewood Suites by Hilton Oakville Winston Churchill/QEW Food & Beverage Attendant**  
Seeking outgoing, happy, friendly and comfortable around the kitchen individuals delivering excellent guest service.  
Qualifications: • Team player, able to organize, multitask • Available weekdays/weekends • Available to work shifts 5am-11am or 3:30pm-9:00pm. Experience not necessary, will train.  
Please fax your resume to 905-829-9868

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