



YOUR BEST SOURCE FOR LOCAL JOBS

To book your career opportunity call 905.632.4440

General Help

General Help

General Help

General Help

Office/ Administration

Office/ Administration

Office/ Administration

Sales Opportunities

Sales Opportunities

Sales Opportunities

FRESH START FOODS CANADA
Manufacturing and Distribution Facility Located in Milton

ASSISTANT NIGHT ORDER SELECTION MANAGER

We are seeking an Evening / Night Shift Assistant Warehouse Manager to

- Coach/supervise the Order Selection team.
- under-take quality control,
- input customer orders & route deliveries

Requirements:

- 2-3 years' experience in a warehouse or Hospitality management role
- Flexible work availability, including early evening start times and weekends
- Highly organized with excellent communication & problem solving ability
- Desire and aptitude to work within an extremely fast paced and changing environment

Experience in the distribution/handling of produce or food products is an asset.

If you meet the above criteria kindly apply by
Email to: fsferecruitment@freshstartfoods.com
or fax: 905-878-5397 Quote Job # 65

Ontario's only Platinum Luxury Dealership, Lexus of Oakville, is expanding, once again, and requires a

FULL-TIME CONCIERGE

Main Responsibilities:

- Answer and re-route incoming calls to the appropriate individual, accurately record messages and distribute
- Welcome guests visiting the Dealership showroom
- Collect and receive payments and deposits
- Weekly inventory reports for management
- Keep the work area and showroom and Barista clean and tidy and other duties as assigned

Skills and Experience:

- Demonstrate excellent telephone demeanor
- Excellent oral and written communication skills
- Demonstrate pleasant, friendly manner
- Organizational ability and problem solving skills
- Ability to remain calm and focused under all circumstances to deliver exceptional service to our Guests
- Ability to work in a team environment
- Reception and/or dealership experience, an asset

5 days a week with alternating shifts from 9:30 am to 6:30 pm and 8:00 am to 5:30 pm. Required to work at least one Saturday a month and occasional evenings. References upon request.

Apply, in confidence, to employment@lexusofokville.ca
Please quote Full-Time Concierge in subject line
Please note that only considered applicants will be contacted



Machine Inserters - Part time

THE OPPORTUNITY

- Great opportunity to join our fast paced manufacturing operation
- Our focus is on customer service and timely delivery of our daily newspaper.

KEY ACCOUNTABILITIES

- Required to stand for extended periods of time
- Inserting flyers into a machine during live production
- Must be able to lift 25lbs

WHAT WE'RE LOOKING FOR

- Must be an energetic self-starter
- Demonstration of attention to detail
- Work well as part of a team
- Previous experience in a manufacturing environment is an asset, however, full training will be provided.

WHAT'S IN IT FOR YOU

- Opportunity to be part of an exciting company at the cutting edge of the media industry
- Work for a well-established and respected company that is connected to your communities
- Be part of a company that is committed to providing a healthy and safe work environment

If this sounds like a fit for you, please apply by November 29, 2015.

Please apply to our external posting portal:
<https://careers-metroland.icims.com>
Job # 2015-1517

Or mail it to Human Resources
The Hamilton Spectator
44 Frid St, Hamilton, ON L8N 3G3

Thank you for your interest. Only those candidates selected for an interview will be contacted.

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 reasonable 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.



Office/ Administration



Accounting Administrator, Full Time

THE OPPORTUNITY

To accommodate our continued growth and success, we are seeking an Accounting Administrator. The position requires an individual who is detail oriented with strong process and organizational skills, has the ability to prioritize and follow policies and procedures. This position reports directly to the Manager of Billing Services based in Hamilton.

KEY ACCOUNTABILITIES

- First point of contact in a customer service role, answering general phone inquiries and providing solutions with a professional and courteous manner.
- Responsible for the analysis, maintenance and processing of customer accounts on a daily basis, daily verification of billing and balancing revenues.
- Responsible for the organization and maintenance of important documents in the filing system.
- Input information and accurately updating data on spreadsheets using Microsoft Excel.
- Generating and managing reports using various account systems.
- As part of this role, you will be required to handle credit card information. Metroland Media is a PCI compliant company and requires people in this role to take PCI training to handle cards in a safe and compliant manner.

WHAT WE'RE LOOKING FOR

- Degree or Diploma in Administration or in related field.
- Highly competent in mathematics and reconciliations.
- Strong communication skills both written and verbal as well as a competent listener.
- Customer focused professional with strong interpersonal skills.
- Proficient computer skills in Microsoft Word and Excel.
- Capable of taking initiative and can work independently with minimal direction.
- Ability to excel in a fast-paced, deadline driven and demanding environment.
- Effective organizational skills, ability to manage time and prioritize tasks appropriately.

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.

If this sounds like a fit for you please apply by
November 30, 2015:
<https://careers-metroland.icims.com>
Job # 2015-1641

Thank you for your interest.
Only those candidates selected for an interview will be contacted.



The Circulation department at The Hamilton Spectator, a division of Metroland Media Group Ltd., currently has an opening for **Part time Customer Service Representatives**. This position will consist of approximately 15-25 hours per week.

The schedule will be comprised of various 5 hour shifts from Monday to Friday (6:00am to 8:00pm) and Saturdays (7:00am to 12:30pm) and may change subject to department needs.

Position Responsibilities:

Your primary duties will include answering inbound calls, placing outbound calls, handling customer requests and concerns, and data entry.

To be successful you must:

- Possess excellent customer service experience and enjoy working in a customer service environment.
- Demonstrate superior telephone skills, verbal communication and diplomacy with (external and internal) customers.
- Show exceptional computer and keyboarding skills with a focus on accuracy and attention to detail.
- Be proficient in MS Word, Excel and Outlook.
- Have a positive attitude, be self motivated
- Be results driven
- Work independently as well work as a team player with a keen interest in attaining department goals/objectives.
- Bi-lingual in French an asset
- As part of the Customer Service Representative role, you will be required to handle credit card information. Metroland Media is a PCI compliant company and requires people in this role to take PCI training to handle cards in a safe and compliant manner.

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.

All interested candidates should forward their resume no later than December 6, 2015.

Please apply to our external posting portal:
<https://careers-metroland.icims.com>
Job # 2015-1618

We thank you for your interest however only those candidates receiving an interview will be contacted.



Health Care/ Medical

Pharmacy Technician/ Assistant

Looking for a reliable pharmacy assistant with experience. Must have basic pharmacy experience. Part Time or Full Time from 25 - 40 hours per week available. Carlisle Pharmacy, 1493 Centre Road, Carlisle ON L0R-1H0
Send resume to : carlislepharmacy@gmail.com

Office/ Administration

Part Time Office Help

required in Milton location. Monday to Wednesday, 9:00 a.m. - 3:00 p.m. Knowledge in using QuickBooks and Excel is essential. Call: 905 877-3815

Office/ Administration

Bilingual Admin. Assistant

Deals with customers, product orders, and handling many jobs. Knowledge of QuickBooks and/or purchasing an asset. Must have 3+ office related experience. Email resumes to: Wendy@Komcan.com

Office/ Administration

Bookkeeper Wanted

One of Canada's Leading Publishing houses is looking for a skilled bookkeeper
- Record day to day financial transactions
- Financial Statements and Presentation
- Cash Flow and Budgeting forecasting analysis including trial balance etc.
Please forward your resume to the following:
ncook.HR@gmail.com

To book your classified ad call

905.632.4440

or
classified@metrolandwest.com

find us online at
yourclassifieds.ca

Classifieds WORK
905.632.4440

To book your Career Opportunity call
905.632.4440
or email
classified@metrolandwest.com