online display.

Metroland

Primary Responsibilities:

Skills / Qualifications:

Collect/preprocess PDF content

Oversee daily FTP content delivery

Photoshop CS3 and Microsoft Excel

Location: Scarborough, Ontario

Organize/classify content for online display

Perform routine quality assurance and some data entry

Working knowledge of the following applications:

Experience using a Mac (specifically Mac OS X)

Highly organized, accurate and detail oriented

Adobe Acrobat Professional, Quark Xpress, Adobe

Excellent communication skills both written and oral

Metroland Media Group

ONLINE CONTENT COORDINATOR

We have an immediate opening for a full-time Online Content Coordinator. The Online Content Coordinator will be responsible

for the daily collection, processing and transfer of content for

Lamont Wilcott

Operations Manager, Metroland Media Group

lwilcott@metroland.com

looking for a great place

to refresh your career?



is a great place to start



for our New Boxgrove/ Markham Location Managers will be on-site to meet & interview qualified candidates.

Friday, May 2nd, 2008 4:00 p.m. - 8:00 p.m. Saturday, May 3rd, 2008 11:00 a.m. - 5:00 p.m. Markham Store

3085 HWY #7. Markham, ON L3R 015 Yorkmills Store

808 Yorkmills Rd. Toronto, ON M3B 1X7

Sunday, May 4th, 2008 11:00 a.m. - 6:00 p.m. Monday, May 5th, 2008 11:00 a.m. - 7:00 p.m. **Delta Markham**

50 East Valhalla Drive Markham, ON L3R OA3



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540 Hotel Restaurant

540 Hotel Restaurant

510 General Help

510 General Help

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info@ johnnybistro.ca

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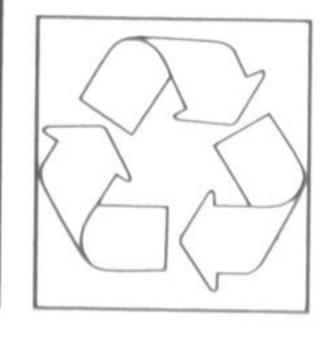
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