

505 Careers

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Administrative Assistant

Digital Automotive - Digital Media Group

Metroland Media Group Ltd. is seeking an experienced **Administrator** for their Digital Media Group, located in Vaughan. This is an exciting entrepreneurial opportunity focused on promoting excellence in administration and supporting our Digital Automotive Group. This position will report to the Director, Digital Automotive, and will interact with and support the Digital Automotive Management team and office environment.

RESPONSIBILITIES:

- This position will provide a professional level of administrative support to senior management within the department as well as ensure efficient office coordination.
- Manage the Director's calendar ensuring appointments are entered accurately and no conflicts arise.
- Coordinate and collate all department reports for monthly KPI's
- Monitor department expenses and monthly financial reports
- Coordinate, organize and provide travel and meeting arrangements. Book meeting rooms/sites and coordinate appointments. Manage and distribute meeting minutes.
- Provide general day-to-day administrative support and organization (including filing, mail, faxes, photocopying, couriers, supplies, etc.)
- Assist in the preparation of multi-media presentations/documents including photocopying and preparing binders and related promotions.
- Maintain organizational charts and internal/external client contact information
- Tracking/submitted employee absences for payroll purposes
- Tracking /submitting employee expenses - Sales/Management
- New Employee administration:
- Payroll setup
- Submitting paperwork to HR
- Submitting equipment acquisitions
- Setting up new employees with email/system access - IT dept
- Liaise throughout the Company in a professional and confidential manner.

DESIRED SKILLS AND COMPETENCIES:

- 5 years experience in administration/office management
- Experience with Windows XP, demonstrated proficiency in all aspects of MS Office; with advanced knowledge of Outlook, Word, PowerPoint, Excel and internet products
- High level of accuracy and attention to detail. Analytical competency.
- Post-secondary education in administration
- Good communicator with strong customer service orientation
- Willingness to learn new technologies and continuously upgrade skills
- Proven problem solving skills
- High energy, action oriented individual
- Fluency in French language (verbal and written) a definite asset
- Thrives in a fast paced, change oriented environment
- Strong interpersonal, communication (written and oral) and presentation skills
- Disciplined individual with exceptional attention to detail

Interested candidates are requested to forward their resume by 5:00 p.m. on Friday October 22, 2010 to cmilne@metroland.com. Please reference Digital Automotive in the subject line.



Connected to your community™

Metroland Media Group is an equal opportunity employer. We thank all applicants for their interest, however only those selected for an interview will be contacted.

545 Teaching Opportunities

545 Teaching Opportunities



Experienced RECEs, Assistants & Cooks
F/T, P/T and Split Shifts
required for Markham Centres.

Strong programming, leadership and communications skills a must. Recent Police Screening required. Excellent work environment and benefits.

Please quote competition #200
info@uppercanadachildcare.com
Fax: 905.946.1116

Upper Canada Child Care is a non-profit government licensed organization operating 55 centres throughout the G.T.A.

www.uppercanadachildcare.com

510 General Help

510 General Help

Client Service Representative

A Dynamic high performer with superior communication skills is required full time to make appointments with business executives for outside account Executives. Business to business inside sales experience is mandatory. Preference given to candidates fluent in French, German and/or Spanish.

Location - Woodbine & Hwy. 7
Leave voice message at (905)305-8900 ext 232 and also email your resume to simon.hartnoll@bgibenchmark.com



www.bgibenchmark.com



PART TIME PARTS DRIVER

Must have good knowledge of York Region, valid and clean driver's license and a presentable appearance with a professional attitude. Suit retiree.

Drop resume at: 8280 Woodbine Avenue or email: kwhite@woodbinechrysler.ca

CUSTOMER SERVICE REPRESENTATIVE

Very busy print shop requires full time customer service rep. Duties will vary from day to day and may require some physical labour including heavy lifting. Ability to work without supervision on multiple tasks is very important. Computer training and knowledge of the print business would be considered an asset.

Email: info@magnumpint.com

Experienced Warehouse Associate

Experienced warehouse associate responsible for shipping, receiving, product returns, inventory reconciliation and overall organization of warehouse in Markham. Must have own vehicle. For job details and application submission see www.quanser.com careers section.

2 CLEANING POSITIONS available at night time immediately for 8360-8362 New Kennedy Square Mall, Markham
Call Nelia at (416)997-6179

Classified Hotline:
(800) 743-3353

510 General Help

510 General Help

510 General Help



Full Time District Representative Markham Circulation

Job Summary: Reporting to the Circulation Manager, you are responsible for maintaining a youth carrier force, while implementing outstanding customer service in the area of responsibility.

Competencies/Skills and Experience

- -Excellent communication skills.
- -Must enjoy working with youth.
- -Strong interpersonal skills.
- -Ability to meet deadlines and work well both independently and as a team member.
- -Strong organizational skills.

Competencies/Skills and Experience:

- -Must have a reliable vehicle.
- -Previous experience with children would be an asset.
- -Working knowledge of computers.
- -Ability to self motivate.
- -Ability to multi task.

Interested candidates are asked to e-mail resume and cover letter to mmartin@yrmg.com no later than October 15, 2010

Metroland is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted. No telephone calls please. All resumes will be kept on file for future consideration.

150 Office/Business Space

OFFICE space for lease. Warden/Hwy#7. Includes local phone, fax, printer, boardroom. Immediate. Call 416-727-6386

TWO storey office space in prime location in Unionville. Located on the corner of Hwy 7 & Main Street Unionville. 2,200 square feet and parking. For further information please call Enid at 905-479-4274 or Enid@weewatch.com

170 Apartments & Flats For Rent

DENISON/ McCowan-Bright, spacious 1 bedroom basement. Separate entrance, laundry, cable+++! Non-smoking/pets. Immediate. 905-471-8259.

DUFFERIN/ Steeles- Newly renovated 3 bedroom bright basement, very spacious. Excellent neighbourhood. Available immediately. 416-575-7532

HIGHWAY 7/ 9th Line- Large, bright, legal 2 bedroom basement apartment. Fireplace, separate entrance. All utilities. \$1150/month. Immediate. 905-472-5263

MARKHAM apartment building- 2 bedroom, laundry, indoor parking included. \$1,010. No dogs. Available Nov. 1st. 905-472-4124

MARKHAM/ 14th- spacious 1 bedroom basement, separate entrance, laundry, non-smoking/pets. \$750. Nov. 1st. (416)993-8001

MARKHAM/ Cornell- Gorgeous basement apartment with 8' livingroom window. Lawn maintenance, utilities, a/c included. Minutes to hospital, schools. \$875. Non-smoking/pets. 905-294-9469

MARKHAM/ Hwy.7- 1 bedroom basement, separate entrance, parking, \$850 includes utilities, cable, internet. Non-smoking/pets. 416-931-7269

MCCOWAN/ Denison- 2 bedroom basement. 5 appliances. 1 parking, laundry. Non-smoking/pets. Immediately. Call 416-704-3715

MCCOWAN/ Hwy.#7- Main floor, 3 bedroom, all appliances, hardwood, private laundry/ entrance, garage, cable, A/C. Non-smoking/ pets. \$1400+ 60%. November 1. 416-688-1193

170 Apartments & Flats For Rent

MCCOWAN/ Hwy7- Spacious 2 bedroom basement, separate entrance/ kitchen. Parking, cable. Non-smoking/ pets. Suits couple. Immediately. 905-948-9961

MUSSELMAN'S Lake-Rare opportunity! Large 1 bedroom above Sunny's. \$825 +hydro. Nov. 1st. First/ last. (416)346-4381

STOUFFVILLE- 1 bedroom apartment in pristine 4 storey building. Suitable for non-smoking individual or couple. Close to all amenities. \$1035 inclusive. No pets. (905)640-4727

STOUFFVILLE- spacious 1 bedroom basement. Non-smoking. A/C. Parking, backyard, laundry, cable. \$775 inclusive. Immediate. 416-302-3438

STOUFFVILLE- 1 bedroom walkout. Deck overlooking gardens. Quiet country home near all amenities. Private entrance, parking, laundry, fireplace, 5 appliances. Suits single professional. \$1,030. inclusive. 905-640-5392

STOUFFVILLE- 2 bedroom house, or 1 bedroom basement apt., \$850 each. Immediately. 416-420-7672

STOUFFVILLE- By GO. Bright large bachelor, parking, utilities inclusive. \$750. 1st/ last (416)871-7003

185 Houses For Rent

MARKHAM Hwy#7 & 9th Line- 3 Bedrm Semi, 2.5 baths, Fam Rm. C/A. \$1350.+. Immediate. Raymerville- 3 Bedrm Detached, 2.5 baths, \$1,425.+. Nov. 1st All have appliances, garage. PIs call for more details: 905-471-6927 ext.231

170 Apartments & Flats For Rent

STOUFFVILLE- Large bachelor basement. A/C. Suits responsible adult. Non-smoking/ pets. \$650 inclusive. References. (905)642-3688

STOUFFVILLE- Newly renovated 1 bedroom basement, private entrance, amenities. Non-smoker/ pets. Mature person. \$800. (905)640-7431

STOUFFVILLE- Senior apartments, 1 bedroom & bachelor apartment available in building w/elevator. Stove, fridge. (416)492-1510.

180 Condominiums For Rent

CONDOMINIUM for Lease Richmond Hill, 8th floor 1 bedroom +sun room, living room, dining room, large bedroom, full bathroom plus a 2pc, fridge, stove, washer and dryer. One parking spot +storage unit. 2 minute walk to GO Train. Includes cable, utilities. Impeccably kept building. Suits single or couple, non-smoking with great references. \$1,450 inclusive, first and security. Gord 905-830-6690

185 Houses For Rent

BUNGALOW, residential/commercial. 2 apartments, large yard, parking, Main Street, Stouffville (905)640-2173

MARKHAM- 3 bedroom, 3 baths, finished basement, appliances, amenities, garage \$1600+ Daytime: 905-470-8108, Evening: 905-471-2151

194 Shared Accommodation

STOUFFVILLE- spacious 1 bedroom basement. Non-smoking. A/C. Parking, backyard, laundry, cable. \$775 inclusive. Immediate. 416-302-3438

200 Vacation Properties

PLAN your vacation easily by searching 100s of unique holiday home rentals. Rates start as low as \$47/night. Rent your own private vacation home at www.myholidayhomerental.com

273 Daycare Available

DAYCARE- Stouffville. Openings for October. 20 years experience. Excellent references. 905-642-2137

310 Articles For Sale

CEDAR tree hedging. (Ontario white cedars)- 4' to 6' \$8.00ea/ 6' to 8' \$15.00ea/ 8-10 \$30.00/ea. Delivered. 905-442-9274

HOT tub covers- All shapes/ sizes, top quality, \$375. We come & measure. 905-259-4514. www.durhamcovers.com

185 Houses For Rent

530 Sales Help & Agents



FUTURE STEEL BUILDINGS
Top Closers Wanted!
Inside Sales

- Must be motivated •All leads provided
- Uncapped income
- \$85K avg/. amongst 45 reps.
- Email resumes: cbower@futuresteel.com

530 Sales Help & Agents

540 Hotel Restaurant

WAIT STAFF
Exp. help needed to fill P/T evenings & Week-end position. req'd immediately Smart Serve needed. Apply in person w/resume Station Pizza Parlour 227 Main St. N. Markham (905)294-7334

540 Hotel Restaurant

F/T SERVER with Smart Serve needed for day & evening shifts including weekends. (5pm-close) Apply within with resume: Artisan Pubhouse 48 Main St. North Markham

535 Hospital, Medical, Dental

535 Hospital, Medical, Dental



Personal Support Workers (Stouffville and surrounding area)

Must be PSW & CPR certified
We offer competitive compensation & benefits programs, flexible schedules, paid orientation programs & much more!
hr@prefhealthcare.com
Fax: 905-771-2763
www.prefhealthcare.com

BAKER, MANAGER & CLEANER NEEDED
Tim Hortons McCowan/ Hwy7 Drop off or Fax resume to 905-947-8626 Email: th2337@hotmail.com

545 Teaching Opportunities

Established Childcare in Stouffville requires RECE's and SUPPORT TEACHERS Experience preferred. Please call 905-640-0997 or email to joan.ghns@rogers.com