

505 Careers

505 Careers

505 Careers

505 Careers

510 General Help

510 General Help

510 General Help

170 Apartments & Flats For Rent

185 Houses For Rent

185 Houses For Rent

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/submitting 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.



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.



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.

9TH/ 16th- New 1 bedroom basement, spacious, cable, internet, laundry Non-smoking/ pets. Suits professional(s). Available immediately. \$850. inclusive. (416)399-6201

CENTRAL Stouffville-Bright, clean upper 2 bedroom apts. Appliances. Separate entrance. Immediate. \$800. net. (905)640-3333

MAIN Street Markham-Main floor 3 bedroom +in-law suite/ loft. \$1600+. Available immediately. (905)472-6660

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/ Hwy.7- Newly renovated basement apartment, spacious 1 bedroom and livingroom, separate entrance, parking, \$795 includes utilities, cable, internet. Granite countertops in kitchen/ bathroom. Non-smoking. 416-931-7269

MCCOWAN/ #7- New 2 bedroom basement, private entrance, transit, parking. Non-smoking/ pets. \$850. inclusive. 905-940-2279.

MCCOWAN/ 16th- Spacious 2 bedroom basement, separate entrance/ kitchen. Parking, cable. Non-smoking/ pets. Suits couple. Immediately. 905-948-9961

MCCOWAN/ Denison- 2 bedroom basement, appliances, separate entrance. No pets. Nov. 1st. \$825 inclusive. (905)475-3697

MCCOWAN/ Hwy #7- Main floor, 3 bedroom, all appliances, hardwood, private laundry/ entrance, garage, cable, A/C. Non-smoking/ pets. \$1375+60%. November 1. 416-688-1193

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

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

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. Pls call for more details: 905-471-6927 ext.231

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

320 Garage & Yard Sales

STOUFFVILLE- 122 Sandale Road. Furniture and items from Bombay, Bowings, Pier One, PartyLite, etc. Saturday, October 16, 8am-12noon. Rain or shine.

STOUFFVILLE- 125 Bayberry St., Oct. 16/17th. 8am-3pm. Moving sale. Mixed furniture, housewares, picture frames, etc.

330 Firewood

SUNDAY, October 17th, 7am-1pm. Huge sale. Hundreds of items. Furniture, toys, clothes, picture frames, still new in the box. 141 Manitoba Street, Stouffville.

400 Cars for Sale

1992 FORD Explorer EX, 2 door, 4x4, 261,400km. In running order. As is \$750. O.B.O. 905-898-3566 Graham

2004 CHRYSLER Sebring- One owner, service record, E-tested, Certified, always Kronned, Auto, 165000km, A/C, CD, cruise, powerlocks. Smoke-free. \$3,995, OBO 905-952-9704

405 Cars Wanted

GOVT Program \$300. Junk Cars. We Sell Auto-Parts, Tireshop used/new. Standard Auto Wreckers. 416-286-8686 www.JunkCars.ca

555 Domestic Help Available

EXPERIENCED cleaning lady- will clean your house and offices w/care & quality. Satisfaction guaranteed. 416-704-4586

556 House Cleaning

A Crystal Cleaning experience- Homes, Offices. Supplies provided. Insured/ bonded. 15% discount. (647)500-2260 for details.

ABSOLUTELY amazing XLarge Cleaning, ecologically, healthy home/ work environment. 100% guarantee. insured/ bonded. www.xlargeontario.com 647-808-3662

702 Garbage Removal & Hauling

00 Mr. King's Junk Removal Fast, reliable, same day pick up! Seniors Discounts! Open seven days a week! Call Nicholas 647-216-KING (5464)

Immediate Full-Time/Part-Time openings in customer sales/service. \$16 base/ appointment. Training provided. Great for stay at home parents, students and retirees. **CALL 905-731-0393** www.immediatework.ca/lb

Host Families wanted for high school visa students. Must be caring and enjoy different cultures. \$900/month. **Please email: info@iecf.ca** for application information. Hhs & IECF

165 Mortgage, Loans
\$\$\$MONEY\$\$ Consolidate Debts Mortgages to 95% No income, Bad credit OK! Better Option Mortgage #10969 1-800-282-1169 www.mortgageontario.com

FREE yourself from debt Money for any purpose! Debt consolidation 1st, 2nd and 3rd mortgages, credit lines & loans up to 90% LTV. Self employed, mortgage or tax arrears. Don't pay for 1yr program! #10171 Ontario-Wide Financial Corp. Call 1-888-307-7799 www.ontario-widefinancial.com

170 Apartments & Flats For Rent

14TH/ 9th Line- brand new, large 1 bedroom basement, quiet, laundry, \$750 inclusive. Immediate. (905)554-4434

BRIMLEY/ Denison- Newly renovated 2 bedroom basement. A/C, laundry, parking, separate entrance. Available now. (416)938-8264

WILLAND - # 1 IN SNOW NOW HIRING:

- Sidewalk Staff/ Sub-contractors (ATV)
- Tractor/ Loader Operators (No drivers licence required)
- Plow/ Salt Truck Drivers (G or DZ license)
- Also hiring Landscape Estimator/ Architect

Own transportation required, as well as 24/7 availability. **Phone: 905-771-0877 or Email: landemployment@gmail.com**

NICK & MIRA'S NO FRILLS Now Hiring Full-time:
• Assistant Produce Manager Very competitive wages. Must have 5 yrs. produce experience in a retail store. Please fax resume to: 905-773-6011 or in person 13071 Yonge St. King Sdrd. & Yonge, Richmond Hill

Snow Shovellers & Equipment Operators for commercial routes in Markham/ GTA area. Competitive pay packages. **Call 905-472-4842 Fax: 905-470-8426 Email: Jim@aboutmps.com Markham Property Services Ltd.**

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.

545 Teaching Opportunities

545 Teaching Opportunities

510 General Help

510 General Help

Upper Canada Child Care
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

G4S
Group 4 Securix
Recruitment Fair
Saturday, October 23, 2010
G4S Secure Solutions (Canada) Ltd.
17665 Leslie St. #46, 2nd Flr. (east entrance of north building)
Newmarket, ON, L3Y 3E3
9:00am - 3:00pm.
*Location: 2 lights north of Davis @ Wayne Dr. Turn East into Plaza
We are currently looking for licenced **Security Guards** for casual, part-time & full-time positions. We are offering competitive wages, benefits, free training and employee bonuses.
Please attend with the following documentation:
• Resume & References
• ID - Security Lic.
• Diploma - Police Foundations (if graduated)
• First Aid / CPR Certificate
Willing to process non-licenced applicants, please attend for information with documentation listed above.

SNOW SHOVELLERS & EQUIPMENT OPERATORS
for commercial routes in Markham/ GTA area. Competitive pay packages. **Call 905-472-4842 Fax: 905-470-8426 Email: Jim@aboutmps.com Markham Property Services Ltd.**