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DIRECTOR, DIGITAL CONTENT

Reporting to the President, the Director, Digital Content will be responsible for developing the most compelling community sites anywhere, focusing on driving traffic to Metroland Media's websites and engaging online visitors. The Director, Digital Content works collaboratively with divisional colleagues to strategize, plan and deliver timely, relevant content to Metroland Media's websites. This position helps to set the agenda and priorities, and facilitates brainstorming for planned content, urgent news and announcements among members of the divisional news team. The successful applicant is expected to embrace innovative ways to present news and information online, measure and report on the effectiveness of online content. The Director, Digital Content evaluates the content's reach and engagement, and determines the best channel and optimal lifecycle for the content.

More specifically this position will ensure content is optimized for the web and for driving traffic and engaging Metroland Media's audiences; coach, motivate and advocate for best practices for online content with colleagues across Metroland Media. Lead idea generation, brainstorming and timing considerations for planned content, initiatives and themes as well as evaluating and measuring effectiveness of overall content strategy and specific content, including setting Key Performance Indicators, and monitoring statistics, feedback and participation are key responsibilities of this position. The incumbent will analyze statistics to plan new content, initiatives, topics and the repurposing of existing content and interpreting data to create multi-channel content opportunities and identify areas for improvement.

The ideal candidate will have a Bachelor's degree and/or the equivalent combination of experience and education and a minimum of five years' experience writing and editing for online audiences. Previous experience will include managing internal external content feeds, increasing web traffic and engaging online audiences and planning/managing news and web projects. Mastery of web publishing tools and expertise in social media and user generated content, proactive client relations focus and the ability to leverage mobile platforms to engage audience are attributes we are seeking.

If this opportunity is the next exciting challenge you are looking for, please apply in writing, stating salary expectations, before **August 2, 2013** to:
Anne Williston, Vice President, Human Resources,
3125 Wolfedale Rd. Mississauga, ON, L5C 1W1 or at
awilliston@metroland.com

JOB POSTING



JOB TITLE: Sales and Marketing Co-ordinator
BUSINESS UNIT: Corporate Sales Department 10 Tempo Avenue, Toronto

THE COMPANY

A subsidiary of Torstar Corporation, Metroland is one of Canada's premier media companies. Metroland delivers up to the minute vital business and community information to millions of people across Ontario. We have grown significantly in recent years in terms of audience and advertisers and we're continuing to invest heavily in developing best in-class talent, products and technology to accelerate our growth in the media landscape and strengthen our connection to the community. For further information, please visit www.metroland.com.

THE OPPORTUNITY

We are currently looking for an energetic and inspired Sales & Marketing Co-ordinator to work in our fast-paced Corporate Sales Division at 10 Tempo Avenue, Toronto, Ontario M2N 2N8. Reporting to the Sales and Marketing Support Supervisor, the successful candidate will have a strong work ethic, high attention to detail and excel in a team environment.

KEY ACCOUNTABILITIES

- Work collaboratively with Corporate Sales Account Executives and team to assist and support all client initiatives.
- Process electronic orders and materials as directed by Account Executives.
- Assist in the preparation of presentations, reports and proposals.
- Communicate with internal and external personnel to research, clarify and document requested information.

WHAT WE'RE LOOKING FOR

- Degree or diploma in marketing/advertising or equivalent work experience.
- Proficiency in Word, Excel, Outlook and PowerPoint.
- Positive attitude and excellent communication skills.
- Strong organizational and time management skills.
- Ability to work in a fast-paced, deadline driven environment with strong attention to detail.

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.
- Competitive compensation plan and Group RSP.
- Be part of a company that is committed to providing a healthy and safe work environment.
- We provide individualized career plans and extensive ongoing development opportunities.
- We've got your health in mind, you'll receive a comprehensive benefits package and a generous vacation plan.

If working for a highly energized, competitive team is your ideal environment, please email your resume to laprati@metroland.com by **August 2, 2013**.

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

Ashgrove Spa presently seeking FULL TIME RECEPTIONIST, NAIL TECHNICIAN and ESTHETICIAN

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info@ashgrovespa.com or drop it off
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Administration

Office/
Administration

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Health Care/Medical

Part time Dental Hygienist
required for busy dental office. Evenings & Saturday hours (additional hours may become available). Position may include multiple locations. Candidate should be personable, reliable and proficient. Paperless and digital experience an asset.

Forward resume to:
info@manordentalcentre.com
or Fax 1-877-686-0451, Attn. Lorene

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General Help

We have openings for
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Having great communication skills and customer service skills is essential for this position. Experience working in a pharmacy is required.

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Opportunities

Teaching
Opportunities

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Please email resume to:
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General Help



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JOB POSTING



Job Title: Strapper, Casual Part Time
Location: Aurora

KEY ACCOUNTABILITIES

- Responsible for removing skids from line, relocating them to the appropriate slots using pump truck and wrapping the finished product.
- Follow the job list assigned to count, insert flyers and stacking.
- Retrieve flyers from surrounding skids.
- Hours fluctuate seasonally based on insert/flyer volume.
- Work in a safety-conscious manner as outlined in the Company and department safety policies.
- Perform physical material handling.
- To perform other duties as assigned by the Supervisor.

WHAT WE'RE LOOKING FOR

- Ability to remain alert and maintain a high level of concentration.
- Ability to work in a fast-paced, deadline driven environment.
- Have the ability to work independently and as part of a team.
- Previous experience in a manufacturing environment, an asset.
- Attention to detail.
- Have their own transportation.

Interested candidates are requested to forward their resume to **Erin Smyth** at esmyth@yrmg.com by August 2, 2013. Please reference "Machine Strapper" in the subject line.

Thank you for your interest. Only those candidates selected for an interview will be contacted. No telephone calls please.

General Help

Office/
Administration

**CUSTOMER SERVICE/
Administrative Support**
for Motion Concepts in Concord. Handling customer quotes through to invoicing. Updating spread sheets, filing and general office duties. Must have previous CSR Administrative experience, excellent communication and computer skills. Send resume to kcioffe@motionconcepts.com

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York Region
columnists are at

yorkregion.com

