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Office/
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Office/
Administration

F/T EVENT COORDINATOR

Must have 2yrs exp. in corp. events
And

F/T OFFICE ADMIN. ASSISTANT

Must have 2yrs exp. in admin requires.
Both should be proficient in Excel,
MS Office, Outlook, Email Blast &
Organize, fluent in English. Car is a must.
Send resume to: ajob11@rocketmail.com

GREAT OPPORTUNITY

For a dynamic, cheerful, high energy person with outstanding telephone skills to assist us in our busy Chiropractic Wellness Centre. Excellent training! Great hours!
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Knowledge of Microsoft & QuickBooks needed in Stouffville to work weeknights 4-8 PM & Saturdays.

Send resume to hr_reply@live.ca or fax 905-709-1768

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Hospitality

Restaurants/
Hospitality

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needed to live in & manage group home in Newmarket. Cooking, cleaning, supervision and medication management. Will train. Call 905-731-4116, 416-434-8082 marsha.daniel@sympatico.ca

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metrolandmedia

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JOB POSTING

JOB TITLE: Advertising Co-ordinator - 1 Year Maternity Leave
BUSINESS UNIT: Metroland York Region - Newmarket office

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 looking for an energetic, driven and detail-oriented individual to support our Advertising Department and our commitments in the communities we serve. This position will report directly to the Advertising Manager and will work closely with the entire team.

KEY ACCOUNTABILITIES

- Provide assistance to Advertising Manager and General Manager
- Provide admin support to Advertising dept, coordinating projects
- Coordinate with the circulation team to address customer concerns on delivery problems and follow up in a professional and timely manner.
- Prepare media and rate packages, monthly calendars and all other sales related materials for sales staff
- Conduct various admin tasks such as spread sheets, reports, month end figures, etc.
- MPE and Affinity support for team
- Correspond with Corporate Sales as required to giving pricing, availability, etc
- Liaise with sales managers, production, editorial and printers
- Complete follow up calls and/or emails with prospective advertisers when reps are out of office
- Take on projects, execute, plan and follow-through to fruition
- Assist in organizing sales packages for special sections to co-ordinate with sales
- Occasional client visits, outside meetings and errands
- 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
- Other various administrative assistance as requested

WHAT WE'RE LOOKING FOR

- Proficient with Word, Excel, Outlook and PowerPoint (MPE software experience an asset)
- Superior customer service skills, creativity, and ability to be resourceful, expedient and work to deadlines
- Ability to build and develop effective relationships with the team and with clients
- Positive attitude, flexible nature and excellent communication skills
- Strong organizational skills with the ability to multi-task
- Ability to work in a fast-paced, dead-line oriented environment, with strong attention to detail
- Degree or diploma in marketing/ advertising, or equivalent work experience

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 lmcdonald@yrmg.com by October 9th, 2013.

Thank you for your interest.

Only those candidates selected for an interview will be contacted.

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