



Connected to your community®

SALES ADMINISTRATOR

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 Administrator 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 the Director, Marketing and Sales to support all internal and external initiatives.
- Process electronic orders and materials as directed.
- 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
- Exceptional skills 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 llpratt@metroland.com by Monday March 17, 2014.

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

Saint Elizabeth

Well beyond health care

Saint Elizabeth is an award-winning not-for-profit and charitable organization, known for its track record of social innovation, applied research, and breakthrough clinical practices in home and community care. Our team of 7,000 nurses, rehab therapists, and personal support workers deliver more than five million health care visits annually.

We currently have full-time openings in the York and North York regions for a...

Nursing Supervisor - Signing Bonus

An experienced RN, you will lead a team of nurses in the delivery of quality client service within the assigned community. Previous supervisory experience, a vehicle, a valid driver's license, and the ability to travel are required. Knowledge and familiarity with scheduling systems would be an asset.

This opportunity based out of our Markham (Central) Service Delivery Centre. We offer employee group benefits and a pension plan. If you are passionate about learning, we can offer you the opportunity to grow and advance your skills and knowledge within a supportive environment.

Please apply online at: www.saintelizabeth.com/careers

www.saintelizabeth.com

Drivers

Drivers

Drivers

VJAKE Specialty Services Ltd.
16581 Highway 48
Stouffville, ON L4A 7X4

LONG HAUL TRUCK DRIVER

Duties include but are not limited to:

Operate and drive straight or articulated trucks to transport goods and materials. Load and unloading of goods, tarping to ensure safety and security of cargo. Pay and receive payments for services. Monitor and oversee mechanical maintenance of vehicle. Perform preventative maintenance. Plan trip and use aides. Report to dispatch daily or before any planned trip, etc...

Skills Requirement:

Driver's Licence (Class 1 or A), Driver's Licence (Class 3 or D), Air Brake (Z) Endorsement, Extended Trailer Destination Permit or Endorsement, Commercial Vehicle Operator's Registration (CVOR) Certificate, First Aid Certificate, Air Brake Adjustment Certificate, Defensive Driving Course, Pro Trucker/Smart Driver (fuel efficiency) Training.

Terms of Employment: Permanent, Full Time, Day, Weekend, Day

Wage: \$28.00 hourly for 44hrs/week

Benefits: Medical, Dental and Other Benefits offered.

Location: Work from Stouffville, Ontario but will travel to parts of Western Canada.

Contact information:

Telephone: 905-795-8981

Fax: 905-795-8986

Email: evaldez@vjake.ca

metroland media

Looking for Carriers for door to door delivery
One delivery per week with flexible hours available
Work in your community
Call Megan at 905 640 2612 ext. 24
Or email mpike@yrmg.com

CUT & SEW AT HOME

experienced seamstress &/or sample maker part time, full garment construction, industrial equipment including buttonholes.
905-471-0096

RICHTERS HERBS

Now Hiring RETAIL CLERKS April-July

Fax resume 905-640-6641

Office/ Administration

COLLECTORS WANTED for Richmond Hill area office. Must have strong negotiating skills, pay attention to detail and strong command of English language. Competitive base salary, bonus/commission and benefits. Full description at: <http://sn.imv/collectionsofficer> Send resume to: casp@ldr.on.ca or fax: 905-771-6005

General Help

HELP WANTED!!! \$28.00/HOUR Undercover Shoppers Needed To Judge Retail And Dining Establishments. Genuine Opportunity. PT/FT. No Experience Required. If You Can Shop - You Are Qualified! www.MyShopperJobs.com

HELP WANTED!! Make up to \$1000 A Week Mailing Brochures From Home! Helping Home Workers Since 2001! Genuine Opportunity! NO Experience Required! Start Immediately! www.TheMailingHub.com

HOMEWORKERS NEEDED!!! \$775.35 Weekly Mailing Companies Brochures / DATA ENTRY For Cash. \$300-\$1000 Daily From Your Home Computer. Genuine! PT/FT. No Experience Required! Start Immediately! www.CanadianMailing.com

Teaching Opportunities

Teaching Opportunities

General Help

General Help

General Help

General Help

OUTGOING RECE

Required for full-time split shift position
Please Contact

Wendy
905-640-2152
ballantraeccc@rogers.com



THE COMMUNITY NEEDS YOUR HELP!

We require School Crossing Guards!

- Unionville P.S. & Bridle Trail
- Hollingham & Lockridge
- Fincham & Larkin West
- Chant & Carlton
- Hwy#7 & St. Patrick S.S.

Please call us today at: (905)737-1600

MARKHAM

STAFFING SERVICES

Put your experience to work.



The job service for people aged 45 and over across Canada. Free for candidates.

Register at www.thirdquarter.ca

General Help

General Help

General Help

BILINGUAL CSR

Markham Co. seeks experienced Bilingual (French/English) individual for our Customer Service Dept. Candidates must possess strong Computer and Interpersonal skills, attention to detail and the ability to work within a Team Environment.

Please reply to HiringInMarkham@gmail.com



metroland media

Looking for Carriers for door to door delivery
One delivery per week with flexible hours available
Work in your community
Call Nikki at 905.943.2446
Or email Nforrest@yrmg.com

Experienced Shop Foreman wanted for manufacturing wood crating and export packaging.
Apply in person
12 Paisley Lane
(Bloomington/ York Durham)

BUTLER & BIRD

OPERATOR/ LEAD PERSON

(EXCAVATOR/DOZER)
Union rates & benefits, company vehicle.
Apply to Mopal Construction
Email: francis@mopal.ca
Fax: 905-888-9779
Tel 905-888-9777