

# Classifieds LocalWork.ca

Monday to Friday 8:30am to 5pm · 905-853-2527 · Toll Free 1-800-743-3353 · Fax 905-853-1765 · For delivery questions, please contact 1-855-853-5613

**metrolandmedia**  
Connected to your community™

**JOB POSTING**

**JOB TITLE:** Pocket Feeder- Casual Part- Time

**BUSINESS UNIT:** Aurora, ON

**THE OPPORTUNITY:** York Region Media Group, a division of Metroland Media Group, is currently looking to fill a casual part-time Pocket Feeder position for the Aurora Warehouse, working Wednesdays and Fridays from 6am-4pm. Reporting to the Machine Operator, the Pocket Feeder is responsible for feeding flyers into pockets of the Alphaliner machine.

**KEY ACCOUNTABILITIES**

- Lifting flyer bundles to machine pockets
- Preparing flyers from insertion into pockets
- Feeding flyers into machine pockets
- Maintain a clean work area
- Hours fluctuate seasonally based on insert/flyer volume
- Perform physical material handling
- Other duties as assigned

**WHAT WE'RE LOOKING FOR**

- Ability to perform repetitive tasks accurately and thoroughly, with minimal errors
- Able to remain alert and maintain a high level of concentration
- Ability to work in a fast-paced environment
- Have the ability to work independently and as part of a team
- Attention to detail
- Have their own transportation

**If working for a highly energized, competitive team is your ideal environment, please email your resume to esmyth@yrmg.com by February 14, 2016.**

Metroland is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Metroland will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

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

**metrolandmedia**  
Connected to your community™

**JOB POSTING**

**JOB TITLE:** Phone Verifier, Casual Part Time

**BUSINESS UNIT:** Aurora, ON

**THE OPPORTUNITY:** This position acts as the key liaison between the newspaper and the carrier force which delivers our product. From receipt of a customer/circulation/corporate inquiry, the verification representative must take ownership of the inquiry to ensure the route is verified and results communicated to the appropriate parties.

**KEY ACCOUNTABILITIES**

- Successfully conduct verification calls to ensure deadlines are consistently met
- Handle a high volume of outbound calls per shift
- Ensure that FDSA Policy & Procedures are met on a daily basis

**WHAT WE'RE LOOKING FOR**

- Experience with outbound phone calls an asset
- Strong telephone presentation skills
- Excellent verbal, written and listening skills
- Strong computer skills
- Solid organizational and time management skills, with the ability to multi-task
- Ability to work in a fast-paced deadline oriented environment
- Ability to work independently as well as part of a team environment

**If working for a highly energized, competitive team is your ideal environment, please email your resume to esmyth@yrmg.com by February 7, 2016.**

Metroland is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Metroland will endeavour to provide reasonable accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

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

**RICHLAND ACADEMY**

is accepting resumes a Custodian position.

The successful candidate for our **Custodian position** will have the skills and experience to maintain an attractive, sanitary, clean and safe facility for students, staff and the public; providing technical, mechanical and custodian skills throughout the facility; providing equipment and furniture arrangements for meetings, classroom activities; providing day to day operational tasks such as but not limited to; cleaning of facility, grounds maintenance and repairs and safety inspections in a timely and professional manner; maintaining and record keeping of supplies.

This job reports to the Director and Head of School.

**Forward resume and cover letter to: Mrs. Nancy Neumann-Causi, Human Resources at ncausi@richlandacademy.ca**

 **Upper Canada Child Care**

RECE and Assistant Teachers for Supply and Before & After School positions required for Markham & Stouffville centres.

Strong programming, leadership, and communication skills required. Commitment to working in a child care setting. Recent police screening and up-to-date immunizations required.

Please submit your resume to Sari Connell  
Manager, Staffing and Employee Relations  
By email: hr@uppercanadachildcare.com  
By fax: 289.982.1116

Thank you for your interest, only applicants who may be interviewed will be contacted.

Upper Canada Child Care is a non-profit, government licensed organization operating centres in communities throughout Toronto, York Region, and Simcoe County.

**metrolandmedia**  
Connected to your community™

**JOB POSTING**

**JOB TITLE:** Machine Strapper- Casual Part-time

**BUSINESS UNIT:** Aurora, ON

**THE OPPORTUNITY:** York Region Media Group, a division of Metroland Media Group, is currently looking to fill a casual part-time Machine Strapper position for the Aurora Warehouse, working Mondays and Tuesdays from 4pm-2am. Reporting to the Machine Operator, the Machine Strapper is responsible for removing skids from the line, relocating them to the appropriate slots using the pump truck and wrapping finished product.

**KEY ACCOUNTABILITIES**

- Remove skids from line, relocate them to the appropriate slots using pump truck and wrap 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 work in a fast-paced, deadline driven environment
- Previous experience in a manufacturing environment, an asset
- Attention to detail
- Have their own transportation

**If working for a highly energized, competitive team is your ideal environment, please email your resume esmyth@yrmg.com by February 14, 2016.**

Metroland is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, Metroland will endeavour to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the hiring manager upon scheduling your interview.

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



We are currently looking for an experienced **FULL-TIME LTL DISPATCHER**, Monday to Friday, days only.

**Responsibilities:**

- Team dispatching and load planning for a fleet of 44 drivers
- Order entry and customer service calls
- Communication with customers and drivers
- Daily review and analysis of driver profit/loss reports

**Requirements:**

- Microsoft proficient
- Communicate effectively both written and verbal
- Ability to perform multiple tasks simultaneously
- Organization and accuracy a must
- Required to meet specific deadlines
- Positive attitude in a team work environment

A&B Courier is offering a competitive salary along with employer paid benefit package, medical, dental, vision, and long term disability. Paid clothing allowance, 3 paid sick days per year and bonus program in place.

**Qualified individuals seeking a challenging opportunity, in a team oriented environment, please submit your resume to: jason@abcourier.com**

 **SCHOOL CROSSING GUARDS REQ'D IMMEDIATELY**

**\$17 per hour**

- Kennedy Road & Bridle Trail
- Kreighoff & Fred Varley
- Carlton & Village Parkway
- Central Park & Havagal
- Main Street & Bridle Trail

**Back ups also required @ \$20/hr**

**Please call us today at: 905-737-1600**



 **Great Opportunity!**

Growing, stable company in Richmond Hill is looking for **FULL TIME PRODUCTION OPERATOR**. Must be able to accurately follow detailed mixing instructions. Involves some heavy lifting. \$15-\$17/hr.

**Fax: 905-709-5942**  
**E-mail: hr@silcheminc.com**

**Lettershop & Fulfillment Supervisor**

Growing Markham Direct Mail production company is looking for a lettershop and fulfillment supervisor who will also operate machines.

We have a dynamic fun environment and we need an additional supervisor to help manage our growth. 10 years' experience minimum.

**No phone calls.**  
**Please email your resume to: info@marketingkitchen.ca**

**LEAD CARPENTERS REQUIRED**

Must have a minimum of 7 years broad based experience with high end trim a definite asset. Strong organization and communication skills are mandatory and applicants must be well equipped and have own utility vehicle.

**Call 905.841.6440**  
**Fax 905.841.3343**  
**Email: info@sandgateconstruction.com**

**AD SALES REPRESENTATIVE**

Small, independent publisher requires experienced advertising sales representative for print magazine and web.

- Self-motivated, ambitious, and goal oriented
- Excellent interpersonal skills, computer literate
- Required to meet and exceed sales goals
- Face to face calling and cold calling
- Friendly, team-oriented environment.
- Car travel required.

**Resume@LocalParent.ca.**

**Want to get your business noticed?**



**Call 1-800-743-3353 to plan your advertising campaign today!**