

# 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



## JOB POSTING

**JOB TITLE:** Phone Verifier, Casual Part Time  
**BUSINESS UNIT:** Aurora, ON

**THE OPPORTUNITY:** York Region Media Group, a division of Metroland Media Group, is currently looking for casual part-time Verifiers, working up to 19 hours per week, on Monday, Wednesday and Friday evenings. 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 [dlw@yrmg.com](mailto:dlw@yrmg.com) by April 17, 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.*

## HEAD ACCOUNTANT/CONTROLLER

A well established Markham located Home Décor and Tabletop Company requires a full time head accountant/controller. Position reports to the VP of Finance and Operations.

### Responsibilities

- Monthly, quarterly and annual financial statement preparation / reporting
- Analysis of margins by product lines
- Management of accounts payable staff with all duties
- Government remittances and all government filings
- Bank reconciliations, cheque runs, expense reports
- Preparation and tracking of wire transfers for shipments
- Ensure compliance with administrative and accounting policies
- Other accounting and administrative duties as well

### Qualifications

- Completion of Post secondary program in business and accounting, Professional accounting designation is not required
- Solid 5+ yrs of similar responsibilities
- Excellent communication and interpersonal skills
- Advanced Excel and MIS systems
- Motivated and self starter looking for new challenges

**Please submit full resume to [bbaker@candym.com](mailto:bbaker@candym.com) or by fax at 905-474-0960.**

*Thank you for your interest in the position, but only those selected for interview will be contacted.*

## Personal Lines CSR

**ThinkInsure** is currently seeking a RIBO Licensed Customer Service Representative. Our ideal candidate will have a minimum of 3 years (preferred) CSR experience and knowledge of MS Office and Compu-Quote.

This position will require strong organizational skills and dedication to delivering excellent customer service.

Duties include servicing existing clients (endorsements, cancellations, reinstatements, etc.), quoting new & existing clients, upselling and remarketing of renewals as necessary. Power Broker experience would be an asset.

**Please forward your resume to [franca@thinkinsure.ca](mailto:franca@thinkinsure.ca) or fax to 905-415-8875.**

## CARRIERS NEEDED

- Learn skills
- Win prizes
- Fun carrier events
- Bonus point program



*For door-to-door newspaper delivery 1 day per week.*

**Call 1-855-853-5613 ext. 8**



## SCHOOL CROSSING GUARDS REQ'D IMMEDIATELY

**\$17 per hour**

- Kennedy Road & Bridle Trail
- Kreighoff & Fred Varley
- Carlton & Village Parkway
- Main Street & Bridle Trail
- Chant & Carlton

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

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



- LANDSCAPE MAINTENANCE
- LANDSCAPE CONSTRUCTION / ENHANCEMENT
- CREW LEADERS & LABOURERS

*Year Round Employment Available*

*Experience an asset*

*Competitive pay packages.*

**Call 905-472-4842**

**Fax: 905-470-8426**

**Email: [info@aboutmps.com](mailto:info@aboutmps.com)**

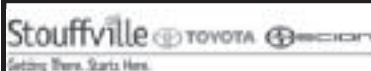
## Here We Grow Again!

The NewRoads Automotive Group welcomes NewRoads Chrysler to our family.

Explore openings throughout our 5 locations.

- |                             |                                   |
|-----------------------------|-----------------------------------|
| <b>General Technicians</b>  | <b>Express Lube Lane Advisor</b>  |
| <b>Delivery Coordinator</b> | <b>Vehicle Marketing Team</b>     |
| <b>Sales Consultant</b>     | <b>Sub-Prime Sales Associate</b>  |
| <b>Sales Manager</b>        | <b>Financial Services Manager</b> |

Please send resume and cover letter to [hr@newroads.ca](mailto:hr@newroads.ca).



## We are currently looking for a TOP PERFORMING customer oriented SERVICE ADVISOR

with a positive attitude and strong communication skills. Previous automotive experience required. Toyota experience would be an asset.

**Email resume to: [Careers@stouffvilletoyotascion.ca](mailto:Careers@stouffvilletoyotascion.ca)**

## EXPERIENCED FLORAL DESIGNER

Part-time/full-time, flexible weekdays/weekends. Must have Mercury POS knowledge, pleasant phone manner and customer service skills and the ability to create bouquets, arrangements and beautiful designs for all occasions.

*We are seeking an energetic, motivated team player to join our busy flower shop.*

**Call Grace at Metro Florist Inc. (905)201-8804 or send resume to: [metroflorist@rogers.com](mailto:metroflorist@rogers.com)**

## ADULT CARRIERS NEEDED



*For door-to-door newspaper delivery 1 day per week.*

*Reliable vehicle required*

**Call 1-855-853-5613 ext. 8**



## Underwriter / TSR

ThinkInsure is currently seeking an experienced individual (company or broker) for underwriting applications and processing on company portals. Our ideal candidate will have a minimum of 3 years experience and knowledge of MS Office and Compu-Quote. PowerBroker experience will be an asset.

**Please forward your resume to [franca@thinkinsure.ca](mailto:franca@thinkinsure.ca) or fax to 905-415-8875.**

**H.J. Pfaff VW in Newmarket** is currently recruiting a **FULL TIME DEALERSHIP MAINTENANCE PERSON** (Previous custodial/handyman experience preferred but not mandatory)

**Apply via [www.myavanti.ca/pfaffauto-careers](http://www.myavanti.ca/pfaffauto-careers) or [hr@pfaffauto.com](mailto:hr@pfaffauto.com)**



## EXPERIENCED COOK

Part time for Old Country Inn, in Unionville.

**905-477-2715**

**ask for George**

## P&F Meat Products Ltd.

Located at 10768 Victoria Square Blvd. in Markham has 3 positions available.

- 1) **Experienced Butcher**
- 2) **Delivery Driver & Picking Of Orders**
- 3) **Retail Counter Help**

Able to work in a fast-paced environment. Willing to train energetic individuals.

**Please call Tom at 416-722-9016**



## BUSY POOL STORE

Looking for 2-3 positive, energetic summer staff members. Must be available for May 1<sup>st</sup> through to end of August. Have fun at work in this fast pace environment, while making money for school. No experience necessary, training provided.

**Please send resumes to: [kristen@seawaypoolsntubs.com](mailto:kristen@seawaypoolsntubs.com)**

## Italian Bakery

In the Oak Ridges area  
**Requires Friendly & Outgoing EXPERIENCED FULL TIME HELP**

for Deli Counter, serving Hot Table, Sandwiches Coffee, etc. Flexible availability.

**905-773-1030**