

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 dawrie@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.



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 up to 19 hours per week. 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 or submit directly to your supervisor by April 24, 2016.

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Sales Support / Data Entry Pro

Progressive Company (Toronto Airport location) seeks a professional with strong data entry, computer and people skills. Duties include general sales support, data entry and reception. This is not an entry level position and will appeal to a detail oriented, disciplined individual who wants to be properly compensated and appreciated for performing in a key position. Fluency in written, spoken and communicative English is a prerequisite for this job. Competitive compensation plus bonus.

Please email resume to:
info@premierdiamondltd.com



JOB POSTING

JOB TITLE: Mailperson- 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 Mailperson position for the Aurora Warehouse, working up to 19 hours a week. Reporting to the Mailroom Supervisor, the Mailperson is responsible for manually inserting flyer packages into the newspaper for distribution. In addition, he/she will be responsible for manually counting flyers with the use of a scale.

KEY ACCOUNTABILITIES

- Counting/ Inserting of flyers
- Placing counted flyers on rollers
- Lifting flyer bundles to and from pallets
- Inserting flyer packages into newspaper
- Perform manual material handling
- Days fluctuate seasonally based on insert/ flyer volume
- Complete all duties in accordance with our Health and Safety policies and the Occupational Health and Safety Act
- Other duties as assigned

WHAT WE'RE LOOKING FOR

- Ability to work in a fast-paced, deadline driven environment with strong attention to detail
- Ability to remain alert and maintain a high level of concentration
- Must have own transportation

If working for a highly energized, competitive team is your ideal environment, please email your resume to esmyth@yrmg.com by April 24, 2016.

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



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




ADULT CARRIERS NEEDED

For door-to-door newspaper delivery
 1 day per week.
 Reliable vehicle required

Call 1-855-853-5613 ext. 8




LAWN CARE TECHNICIAN / LANDSCAPE CONSTRUCTION ASSISTANTS

Cedar Valley Landscapes has positions open for reliable hardworking individuals to join our team. Available positions are for Monday through Friday 40-50 hrs per week. Tasks include but not limited to Spring & Fall clean ups, grass cutting, gardening and assistance with landscape construction projects as required. Some heavy lifting is required.

Requirements: Experience preferred but not required. Valid Drivers Licence with own transportation to and from work. Safety boots required, shirts provided.

Competitive wages.

Please forward your resume to:
cedar.valley@sympatico.ca

Tiny Amigos Daycare

21 Ringwood Dr., Stouffville is hiring
FULL TIME & PART TIME RECE's and RECEA's
 Email resumes to:
tinyamigos@outlook.com
Tel: 905-642-5225
www.tinyamigosdaycare.com

AZ DRIVER REQUIRED

Bulk hauling and asset. Southern Ontario only. Clean abstract.

Lorne's Transport
905-640-3262
 or email:
wobblertuckin@gmail.com



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



CHILD CAREGIVER- Private home 2yrs old toddler with Down Syndrome. Fulltime, willing to work shifts, some weekend and overtime. \$12/hr, 40hr/wk.
Location: Stouffville, Ontario - Employer's home. **Job duties:** care, change diaper, bathe, dress, prepare meal, feed, help with activities, perform light housekeeping. **Skills:** high school grad. or some college, with 1 to 2years experience, first aid certificate.

Apply by email leimarb@yahoo.ca

Party rental company requires
2 GENERAL LABOURERS
Full time and students
 for deliveries & installations.
 G driver's lic. req'd.



Fax/email: 905-642-2648
jobs@signaturepartyservices.com



To highlight your Home Improvement Business call
1-800-743-3353
 the mirror
scarborough



BUILD YOUR
DREAM TEAM

