

# 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

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## JOB POSTING

**Job Title:** Full Time Customer Service/ Systems Representative

**Department:** Metroland Toronto

**Job Summary:** The Customer Service/Systems Representative is responsible for ensuring that all customer concerns through phone, email or otherwise are professionally handled and logged following the policies and procedures laid out in the Circulation Department. You will also be responsible for data entry and tracking entries made into our system as directed by the policies and procedures and by your manager.

**Position Accountabilities:**

- The Customer Service team handles a high volume of calls relating to customer issues and general inquiries
- From receipt of a customer concern, the customer service representative must take ownership of the call to ensure the issue has been fully resolved in a professional and expedient manner by resolving the issue personally or ensuring the appropriate party has resolved the concern to provide superior service to our customers
- Data entry into the internal processing system
- Various duties as assigned by the Department Manager

**What we are looking for:**

- Energetic and professional customer service professional
- Experience in a customer service role is an asset
- Ability to work and make decisions in a fast-paced, deadline driven environment
- Ability to effectively listen and react with a solution
- Strong interpersonal and communication skills with a positive attitude
- Strong organizational skills with the ability to multi-task
- Proficiency in MS office

Please email your resume to:

**Sabrina Brown at sbrown@insidetoronto.com**  
No later than June 17, 2016



## SCHOOL CROSSING GUARDS REQ'D IMMEDIATELY

**\$17 per hour**

- Kennedy Road & Bridle Trail
- Kreighoff & Fred Varley
- Main Street & Bridle Trail
- Chant & Carlton
- John Button & Captain Francis
- Hollingham and Calderbridge

Back ups also required @ \$20/hr

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



## EXECUTIVE DIRECTOR FOR MARKHAM JAZZ FESTIVAL

The Markham Jazz Festival is in its 19<sup>th</sup> season and is looking for a dynamic individual to fill the role of Executive Director. The successful candidate will have excellent communication, organizational & leadership skills. Business experience preferred. This role is a part-time position which offers the flexibility of working from home.

For a detailed job description, contact us at [contactus@markhamjazzfestival.com](mailto:contactus@markhamjazzfestival.com)



have you read all about it?  
**Your Classifieds**  
**1.800.743.3353**

### Apartments for Rent

### Apartments for Rent

### Houses for Rent

### Houses for Rent

**KEELE & Major Mac** - 1 bed basement +den. Storage, small computer room. No smoke/ pets. Parking, laundry, internet. \$900 incl. Avail July 1. 647-875-2341 or 647-703-1146

**BAYVIEW/ WILLOWBROOK** - 3+1 bedroom, 3.5 baths, 5 appliances, main floor laundry, finished walkout basement, near schools. No pets/smoking. \$2400. July 1st. 905-889-0338

**STOUFFVILLE, NEAR Main & Tenth.** 2 bedroom basement, separate entrance, appliances, 2 parking, a/c. \$1000. Immediately. No smoking/pets. First/last/references 905-640-9626

**ELGIN MILLS/BATHURST** Detached house, 4 bedrooms, 3 bathrooms, very clean & bright. No smoking/pets. \$2390 +utilities. Available immediately 416-875-1243

**MUSSELMAN'S LAKE** area. 1 bedroom basement, open concept, separate entrance, laundry, parking. No smoking. July 1st. \$875 inclusive. 416-684-4373

**MCCOWAN/ STEELES** 3 bdms up, 2 bdms bsmt, 2.5 bath, 2-storey new reno llink house. 1700sqft. Single garage. No pets. No smoking. Available immediately. 416-890-4363

**AURORA: WELLINGTON/ Bayview.** 1 bedroom walkout basement, professionally finished. Private entrance. Non-smoking/ pets. \$850. 905-726-1846

### Rooms for Rent and Wanted

### Rooms for Rent and Wanted

**BRIGHT, FURNISHED** room, centrally located/ Newmarket. Parking, cable, internet, a/c, laundry. Clean, mature non-smoker. June 1st. \$575. First/ last. 289-716-4603 (text preferred)

**HWY#7/ MCCOWAN** - 2 bedroom basement, 4 appliances, a/c, separate entrance. Non-smoking/ pets. Available July 1st. First/last. \$1100 inclusive. 416-453-0102

**HOLLAND LANDING** - Large finished basement for rent. Utilities, internet & parking included. Non-smoking. Available June 1st. \$600. Call Shannon 289-383-1438

**MAIN STREET Markham** - 1 bedroom apartment. \$800+ hydro. No smoking/ pets. Available immediately. 905-294-5465, 416-447-5425

### Industrial/Commercial for Rent/Wanted

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**NEWMARKET- BESIDE** Upper Canada Mall. Modern 1 bedroom walkout w/ensuite, separate entrance, laundry, parking. Suit one professional. \$975. inclusive. 905-717-7681

**RICHMOND HILL** Bayview/ Major Mackenzie 1 & 2 bedroom apt in building. References a must. Available June/July Call 905-883-0544 between 9am-8pm

**STOUFFVILLE - Main St.** Location for a small used car sales business for rent. \$400/month. Call 905-642-5460

**16TH & 48** - Markham 2 bedroom basement apartment for rent, appliances included. No pets, no smoking. Single or couple preferred. Rent can be negotiated. Call 416-268-0136

**Call Now To Book Your Ad!**  
**1-800-743-3353**

### Condos for Rent

### Condos for Rent

**YONGE/HWY#7** - 3 bedroom condo, 5 appliances, wrap around balcony, freshly painted & carpeted. \$1700 includes utilities, cable, parking. Minutes to amenities. 416-223-8331

## Delivery questions?

Call us at:  
**1-855-853-5613**

**HWY#7 & WARDEN** New 2 bedroom +den condo for rent. Parking, locker. Available immediately. \$2000. 647-200-0498

**Stouffville Sun-Tribune**

### Houses for Rent

### Houses for Rent

**1300+ SQ.FT.** side split w/1/2 basement, attached garage. 3 bedrooms, living/dining combo and eat-in kitchen. New windows throughout. Gas heat. Large corner lot in Georgina. \$1450. First/last. References/credit check. Non-smoker. 905-252-0428

## ADULT CARRIERS NEEDED

For door-to-door newspaper delivery  
1 day per week.  
Reliable vehicle required  
**Call 1-855-853-5613 ext. 8**

## CARRIERS NEEDED

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

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1 day per week.  
**Call 1-855-853-5613 ext. 8**

**Bushwood Golf Club** is accepting applications for:  
• **HANDYMAN** 30 hours week. Working knowledge of electrical, mechanical, plumbing and wood working.  
• **EARLY RETIREES TO CUT GRASS.**  
Email: [nicole@bushwood.ca](mailto:nicole@bushwood.ca)  
or cell: 416-427-9636

**Silver Birch Contracting Ltd.** is a general contracting company located in Schomberg, ON. We are currently looking to hire for the following positions:

- PROJECT MANAGER
- SITE SUPERINTENDENT
- CARPENTER/WORKING FOREMAN (M/F)
- LABOURER

We provide competitive industry wages based on your experience.  
If interested, please send your resume to: [admin@birchcon.ca](mailto:admin@birchcon.ca)

## Want to get your business noticed?

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