

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

DISCOVERY NIGHT

FLEXIBILITY | TRAINING PROVIDED | FUN

Do you have a passion for Travel?

Become part of the Expedia® family
and our sales team of 4,000 Vacation Consultants.

We are currently seeking motivated individuals to join our team
in the Stouffville location.

Monday, September 12th | 7-9pm

6380 Main Street at Park Drive, Stouffville

RSVP (905) 642-2500
jmilrose@cruiseshipcenters.com
www.joinesc.com/stouffville



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TICO #: 96518166

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Shipper / Receiver
(Part time; up to 32 hours/week)
Toronto, Warehouse - 175 Gordon Baker Rd

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.

KEY ACCOUNTABILITIES:

- Load and unload delivery vehicles
- Ensure all products are properly prepared for shipping according to the drivers' run sheets
- Perform physical material handling
- Work in a secure and safety-conscious manner as outlined in the Company and department safety policies
- Maintain good housekeeping practices in warehouse.
- To perform other general warehouse duties as assigned by the Warehouse Supervisor

WHAT WE'RE LOOKING FOR:

- Valid forklift license
- Previous shipping/receiving experience
- Physically capable of lifting and carrying material up to a maximum of 30-lbs
- Must have an excellent command of the English language (reading/speaking/writing)
- Must be able to work overnight shifts and work up to 32 hours per week
- Ability to work in a fast-paced environment
- Have excellent time-management skills
- Ability to set priorities and multi-task
- Ability to perform repetitive tasks accurately and thoroughly, with minimal errors
- Demonstrated basic numeracy
- Have their own transportation
- Ability to work in a team environment with minimal supervision

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
- Be part of a company that is committed to providing a healthy and safe work environment
- We've got your health in mind; you'll receive a comprehensive benefits package including pension and health care

If working for a highly energized, competitive team is your ideal environment, please email your resume to ntakhar@mississauga.net

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

Terra-Opus Property Services Inc.

Immediate openings for

LANDSCAPE PROFESSIONALS

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info@terra-opus.ca
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Full-time District Service Representative - Houses Toronto

Job Summary:

The District Service Representative is responsible for ensuring that all distribution products in their assigned geographic area within Toronto are delivered in a timely and appropriate manner, and that delivery contractors are trained and provided with the necessary tools to complete their job efficiently.

Position Accountabilities:

- Reporting to the Circulation Manager
- Maintain your assigned area of responsibility, which will include a contracted carrier force and all houses within the boundaries that are assigned by the Circulation Supervisor.
- Ensure that all newspapers, inserts, and other distribution products are delivered in a timely manner. This includes working closely with the carrier force and when necessary could include delivery of down route(s).
- Recruit and train new carriers to ensure that all routes are covered and terminate contracts where appropriate. Maintain sufficient carrier waiting lists or establish new ones.
- Maintain all records concerning carriers and routes including financial records and complaints
- Address customer concerns in a professional and timely manner while ensuring the concerns are resolved and the carriers are aware of the concerns
- Investigate and resolve delivery issues where required
- Drop off supplies to carriers including elastics and carrier bags as required.
- Maintain records as directed by our policies and procedures

Competencies/Skills and Experience:

- Strong customer service skills
- Reliable vehicle and valid driver's license required
- Working knowledge of Microsoft Office programs
- Excellent verbal and written communication skills
- Ability to work within a fast-paced, team oriented environment
- Previous experience in a newspaper environment an asset
- Physical activity - walking, lifting up to 10lbs
- CPIC (Canadian Police Information Centre) clearance certificate required prior to approval on applicant

All interested candidates should forward their resume no later than Friday, September 2nd, 2016 to:

Circulation Manager - Sabrina Brown
sbrown@metroland.com



ADULT CARRIERS NEEDED

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



Light Mfg Duties

req'd in Aurora Mfg plant. Close to bus route. No exp. necessary, will train. Attn to detail, dexterity & reliable work attitude req'd. Day & Aft shift. Competitive wages, benefit plan. Resume or work history to Fax 905-841-4482 or E: dianne@fivestar.cc

Staff

to work Live-In weekends Friday to Sunday for adult group home in **Newmarket**. Cooking, cleaning, and medication management. Call 416-434-8082 or 416-919-4116 E: marsha13.daniel@gmail.com

Stouffville
Sun-Tribune
1-800-743-3353



DRIVERS

Training provided

\$11.25/hr.

Car provided. Start ASAP

Email:

hrcity@outlook.com



Annina's Bakeshop
(Goodwood)
requires immediate
**PT COUNTER HELP &
CASUAL CATERING
STAFF**

Customer service experience an asset.
Hours include days, evenings, weekends.

Email resume:
stacey@anninasbakeshop.com

Full Time Automotive Service Advisor

Job summary:

Perform routine duties as they relate to providing excellent customer service, responsible for handling the administrative and customer relations functions of the service department by greeting customers, listening to their description of the problems or service needed, determining the type of service required, advising customers on other available services, and preparing, monitoring and closing work orders.

Responsibilities and Duties:

- Advising customers about necessary service for routine maintenance
- Helping identify a mechanical problem by questioning the customer or doing a visual inspection or road test
- Conferring with customers about inspection results
- Recommending corrective procedures
- Preparing work orders for needed repairs
- Monitoring work orders for needed repairs
- Closing work orders for needed repairs
- Preparing a repair order showing time, cost and labor estimates for service
- Writing a detailed description of the problem on the repair order to help the mechanic locate the problem
- Explaining the work performed and the charges to the customer
- If a vehicle requires additional repairs not covered in the original order, you are responsible for estimating the added cost and requesting the customer's authorization to do the work

Qualifications:

- Must be 18 years of age or older with a valid driving license and a good driving record.
- Extensive knowledge of automotive industry and parts
- Excellent communication and organizational skills
- Ability to communicate equally well with technicians, customers and senior management
- Familiarity with R.O. Writer preferred, but not required

Job Requirements:

Flexible to shuttle customer's home.
Basic Computer skills

Desired Skills:

Customer service experience retail, preferably in automotive.
General knowledge of automotive repairs.

APPLY NOW!!! Email

jobs@houstonford.ca

or fax 905-642-4691

