

# Classifieds LocalWork.ca

Monday to Friday 8:30am to 5pm · Toll Free Phone 1-800-263-6480 · Toll Free Fax 1-866-299-1499 · Email classifieds@metroland.com · For delivery questions, please contact 1-855-853-5613



## ADVERTISING COORDINATOR

**ABOUT US**  
A subsidiary of Torstar Corporation, Metroland Media Group Ltd. 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](http://www.metroland.com).

**THE OPPORTUNITY**  
We have an exciting, opportunity for an Advertising Coordinator. This is a 15-month, temporary full-time position, covering for maternity leave, in our Toronto Division. This position is responsible for supporting the sales team to provide the most efficient service for advertisers. Primary responsibilities will include coordinating all aspects of pre and post-sales including order fulfillment, reporting, customer service and other duties as required.

**KEY ACCOUNTABILITIES**

- Provide administrative support to the Advertising department and liaise with customers and Sales Managers, Production and Editorial department.
- Provide excellent customer service by responding to direct enquiries, address concerns in a timely manner in addition to building and maintaining positive relationships with customers.
- Provide support for Account Managers utilizing MPE system.
- Assist in organizing sales packages and coordinate with inside and outside sales.
- Analyze and create sales reports and coordinate, implement and monitor success of sales promotional campaigns.
- As part of this role, you may be required to handle credit card information. Metroland Media is a PCI compliant company and requires people in this role to take PCI training to handle cards in a safe and compliant manner.
- Complete other duties as may be assigned.

**WHAT WE'RE LOOKING FOR**

- Diploma or Degree in Administration or in related field.
- Minimum 2 years of experience in an office setting or related administrative role and previous experience in a sales environment.
- Proficient computer skills in Microsoft Word and Excel.
- Strong communication skills both written and verbal as well as a competent listener.
- Effective organizational skills, ability to manage time and prioritize tasks appropriately.
- Ability to excel in a fast-paced, deadline driven and demanding environment.
- Customer focused professional with strong interpersonal skills.
- Ability to build and develop effective relationships with clients and team members.
- Concurrently manage both sales assistance and administrative responsibilities.

**If interested, please apply with resume, no later than October 28, 2016 to [abeswick@insidetoronto.com](mailto:abeswick@insidetoronto.com)**

**OUR AODA COMMITMENT**  
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.

**Full Time Mushroom Pickers**  
Wanted for Sharon Mushroom Farm.  
Apply in person between 10 am - 3 pm,  
20744 Kennedy Rd., Sharon

**suburban landscaping**  
Since 1954  
Year-round employment available for **Snow and Landscape Maintenance Personnel.**  
Experience & driver's lic. an asset.  
**EXCELLENT REMUNERATION.**  
Call 905-640-3301, fax resume to 905-640-0491, or email [suburbanlandscaping@bellnet.ca](mailto:suburbanlandscaping@bellnet.ca)

# JOB FAIR

WEDNESDAY 26TH OCTOBER 10:00 am - 3:00 pm

**Full-time and Part-time Positions Available**



Attend our Job Fair and enter for a chance to win an iPad Mini!



- Customer Service Representatives
- Key Holders
- Material Handlers
- Restaurant Team Members
- Store Associates ( Part-time & Seasonal )

111 Sandiford Drive, Mezzanine Level, Stouffville ON L4A 0Z9  
Phone: 905-640-2352  
[www.yorkworks.ca](http://www.yorkworks.ca)  
- IMPORTANT -  
Please bring your Resume & S.I.N. # and Dress for an INTERVIEW!



**EMPLOYMENT ONTARIO**  
This Employment Ontario program is funded in part by the Government of Canada.

**Progressive York Region Wholesale Distributor** requires  
**FULL-TIME ACCOUNTS PAYABLE RECEIVABLE CLERK**  
Applicant must be experienced with Sage 50, Microsoft Excel, and Microsoft Word.  
Please email resume's to [bbautomotive@rogers.com](mailto:bbautomotive@rogers.com)

**GREAT SPACES RENOVATION & SERVICE**  
**Experienced RENOVATORS Required**  
Looking for renovation expert/lead carpenter to complete home renovation projects in York Region. Individuals or leaders with small crew are encouraged to apply.  
Email interest: [info@great-spaces.ca](mailto:info@great-spaces.ca)  
Or call: 647-885-1772

**Experienced Concrete Labourers Carpenters**  
GTA & Mississauga areas  
Excellent pay and benefits.  
To apply, please fax your resume with references to: 905-670-9172 or call: 905-565-1565

**LocalWork.ca**  
YOUR BEST SOURCE FOR LOCAL JOBS  
Call 1-800-743-3353  
**RN** required for Newmarket office, part time, oral surgery.  
[bbrenick@rogers.com](mailto:bbrenick@rogers.com)

**STUFF TO GET RID OF?**  
Call 1-800-743-3353  
Sun-Tribune

**Forest Ridge Landscaping**  
**WINTER JOB FAIR**  
Saturday October 22<sup>nd</sup> 11am -1pm  
91 Sluse Rd., Holland Landing  
Offering stand by pay & competitive wages for the following positions:  
**Hand Shoveler, Plow Truck Driver, Loader Operator & Sidewalk Tractor Operator**  
\*\*Servicing areas in Toronto, York Region and Durham\*\*  
Please bring a resume and your driver's license!  
Attend our fair, or Phone: 905-953-8311 or Email resume to: [resumes@forestridgeinc.com](mailto:resumes@forestridgeinc.com)

**RNS Health Care Services Inc.**  
RNS Health Care Services has been providing reliable, quality care throughout York Region since 1985, and is now hiring:  
**Certified Personal Support Workers ~ \$500 Sign on Bonus ~**  
**Why RNS Health Care Services?**

- Competitive compensation
- Premium weekend rates
- Sign on Bonus
- Travel pay
- Benefits
- Referral bonus

We ask all interested applicants to forward their resume to our Human Resources Coordinator, Rachel Ducharme.  
Email: [rducharme@rnshc.com](mailto:rducharme@rnshc.com)  
[www.rnshc.com](http://www.rnshc.com)  
1111 Davis Drive, Unit 42, Newmarket ON L3Y 9E5  
Tel: 289-841-7150

**TELL SOMEONE!**  
This is a great opportunity to brag. Tell someone what you're doing to make the world a better place. Support the cause. Encourage them to get involved too!



## EAT IT!

Choose foods produced organically, locally and in season. Support your regional farmers and farming industry: buying locally and in season is better for the environment than buying foods that have been shipped hundreds of kilometers to your local market.