

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



CORPORATE SALES COORDINATOR

ABOUT US
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 and nationally. 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.

THE OPPORTUNITY
We have an exciting, opportunity for a Sales & Marketing Coordinator in our Corporate Sales Division reporting to our Sales Support Supervisor. This position is responsible for supporting the Corporate 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 outlined below.

- KEY ACCOUNTABILITIES**
- This role will be the primary point of contact for all operational questions or issues related to the assigned advertising sales desk
 - Is the primary contact for problem solving on all issues; including fulfilling advertiser requests, billing and credit discrepancies, research and fulfillment issues
 - Work with centralized ad operations teams, including order entry/billing, ad trafficking, campaign optimization and reporting
 - Maintains increased knowledge of all products and systems within the company portfolio
 - Work with Sales and Analytics teams to plan and optimize campaigns for performance.

- WHAT WE'RE LOOKING FOR**
- Degree or Diploma in Business, Advertising or Marketing or equivalent work experience
 - Strong attention to detail, organized and possess the ability to self manage multiple projects simultaneously with minimal supervision
 - Superior time management and organizational skills with the ability to set priorities and meet deadlines
 - Strong verbal, written and listening communication skills
 - Highly collaborative team player, both within the company and with clients
 - High computer proficiency: Word, Excel, Powerpoint

To apply visit www.Metroland.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.

Highly Motivated Automotive Company
Come Join Our Team!
WE ARE HIRING!
PERMANENT FULL TIME
Location: 125 Corcoran Court
(Greenlane & Harry Walker Pkwy)
East Gwillimbury

PRODUCTION OPERATORS
Start at \$15.76 / hour

Also hiring:
MILLWRIGHTS / ROBOTIC TECHNICIANS
TOOL AND DIE MAKERS
SHIPPERS / RECEIVERS

We offer competitive wages, benefits & more!
Email: ds_hr@multimatic.com



We are currently looking for

Sidewalk Clearing Subcontractors
for 2016/2017 Snow clearing operation

All successful candidates must supply own truck, work flexible hours and be punctual. Great attitude is an asset.

Forward your resume to
gtaejobs@clintar.com or
Fax 416-291-6792

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




Aurora Toyota
Sales Reps Needed
- Are You Motivated?
- Do You Want to EARN More Money?

We are currently looking to add to our sales staff due to increase in business.

We offer :
Above average pay plan
Guaranteed income while training
Previous automotive experience preferred but not necessary
We will train the right candidate
Health & Dental Benefits
Company Car

APPLY NOW !
Email resume to: sales@auroratoyota.ca
or fax 905-727-0026

Sunrise Landscaping and Flagstone Specialists Ltd. looking for

DRIVERS
SIDE WALK CREW and SUBCONTRACTORS
with own trucks

Experienced in snow plowing, salting and snow hand shoveling.

Email resumes to:
Prymaksunrise@yahoo.ca

AMONG FRIENDS BEFORE AND AFTER SCHOOL CHILDCARE
is looking for:

- Registered Early Childhood Educators
- Child care quality control staff
- OCT Certified Teachers
- Primary/ Junior Division
- Child & Youth Workers

Part time split shift Monday - Friday.
Please email resume to:
amongfriendsdaycarecentres@hotmail.com



Upper Canada Child Care

Full Time RECE Teacher required for Stouffville centre.

Strong programming, leadership, and communication skills required. Commitment to working in a child care setting. Recent police screening, CPR, and up-to-date immunizations required.

Please submit your resume to
Sari Connell
Manager, Staffing and Employee Relations
By email: hr@uppercanadachildcare.com
By fax: 289.982.1116

Thank you for your interest, only applicants who may be interviewed will be contacted.

Upper Canada Child Care is a non-profit, government licensed organization operating centres in communities throughout Toronto, York Region, and Simcoe County.

www.uppercanadachildcare.com



Royal Cachet Montessori School
is growing, and providing authentic Accredited Montessori Programs (Licensed by MEDU).

We have the following positions available:
Registered ECEs, Montessori Teachers and Assistants

Email resumes to info@rcmschool.ca
or apply in person
160 Mostar Street, Stouffville

S&F De Melis Construction Ltd. requires a qualified CAR WASH MAINTENANCE DISPATCH COORDINATOR
Based in Concord, Ontario.
Permanent, Full Time, 7:00am-4:00pm Monday to Friday

Requirements include:

- Experience or previous working knowledge of car wash equipment (or mechanical equipment at the very least).
- Working knowledge of Microsoft Office Applications.

Required experience: 3-5 years. **Job Type:** Full-time
Required education: High school or equivalent
Email resume to: ddemelis@sfdemelis.ca

P/T Dental Receptionist
for East Markham office. Excellent communication skills. One evening required. Perfect for semi-retired person.
Email resume to: ssschwartz1@gmail.com

WagJag

buy...sell...rent...post...

Do it all in the classifieds.
Call 1-800-743-3353
to plan your advertising campaign today!

Stouffville Sun-Tribune

www.yorkregion.com

A NEW CAREER IS IN YOUR NEAR FUTURE

