

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.**

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

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.

Vehicles Wanted/Wrecking

SCRAP CARS CALL ME!!!
7 days a week!

Open Sat. & Sundays

Mini vans ~ Autos ~ Trucks Picked up.
Top scrap prices paid!!!
905-960-6621



Parkview Home

RN, RPN, PSW

Part-Time and Casual Positions

- Minimum one year experience in LTC
- CNO registration (where applicable)
- Dementia certificate preferred

Activation Aide

Part-Time Casual

- Diploma/degree in recreation and leisure studies, therapeutic recreation, kinesiology or other related field.
- 1 year experience in program planning in a long term care setting

Please Submit resumes by November 11, 2016
Parkview Home
123 Weldon Rd.,
Stouffville ON, L4A 0G8
Fax: 905-640-4051
Email: hr@parkviewhome.ca

Metroland Media Stouffville Sun-Tribune

INDEPENDENT CONTRACTED CARRIER WANTED

Metroland Media is accepting applicants to deliver newspapers and flyers to homes within the Stouffville/Markham area. This entails working closely with a District Representative to deliver variable routes door to door, weekly on Thursday's. All applicants must have a valid driver's license and reliable vehicle.

Please call or email Kim
416-774-2304
khughes@yrmg.com
175 Gordon Baker Rd.
Toronto, ON M2H 0A2

Vehicles Wanted/Wrecking

We pay \$200 to \$10,000 for your scrap cars and trucks.
FREE TOWING 24 hours a day
7 days a week
705-500-2844 and 416-825-3360

Vehicles Wanted/Wrecking

WE PAY \$250 - \$6000 for your scrap cars, SUVs, vans & trucks. Dead or Alive. Free 24/7 towing.
647-287-1704

Vehicles Wanted/Wrecking

Vehicles Wanted/Wrecking

\$100-\$10,000 Cash 4 Cars
Dead or alive Same day
Fast FREE Towing
647-642-6187

autocatch.com



SHUT DOWN!
Turn off the lights, the computer and the TV when they are not in use. Using only highly efficient and money saving appliances can reduce the electricity consumption of an average household to one tenth of the average.

Classifieds Gotta rent.com

Monday to Friday 8:30am to 5pm
Toll Free Phone 1-800-263-6480
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Apartments for Rent

Newmarket RENOVATED bright 1 bedroom walk out apt close to transit and downtown. New hardwood flooring, granite and cherry kitchen, fire-place, parking, laundry. Suits professional. Available now. ABSO-LUTELY NO PETS. \$1200 INCLUDES UTILITIES
905-715-8945

MUSSELMAN'S LAKE. Large, bright 1 bedroom. Over Sunny's Variety. \$825 plus hydro. 416-346-4381

Houses for Rent

3 BEDROOM bungalow, 1/2 acre lot, Warden and Bloomington Rd Area, 3 bathrooms, double garage, available Nov 15th, references required, \$1790./ month plus utilities, ample parking, 905-881-9488

Rooms for Rent and Wanted

STOUFFVILLE; FURNISHED bedroom and livingroom; T.V., internet, fridge, microwave. Suits single woman, \$600/mth inclusive. On bus route/ Hover Park, No smoking/ pets. Available Immediately. 905-642-9617

Shows & Bazaars

Vintage Toy Show
Sun., Oct. 30th
10 am - 4 pm
Toronto Plaza Hotel
1677 Wilson Avenue
50 tables/video games
~Free parking~
Win \$100 gift cards*
11:30am* & 2:30pm*
www.torontotoyshow.com

Firewood

THE WOOD GUY FIREWOOD
Quality, mixed, seasoned hardwood. 12" & 16" pick up or delivery. Call or text 905-955-5044

Auctions & Sales

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Auctions & Sales

ON-SITE FARM SALE FOR JOHN PUGH
SATURDAY OCTOBER 29th, 2016 @ 10:00 AM

REMINDER AD

Please see garyhillauctions.ca for Complete Listing

Property Sold

'Allis Chalmers Dealer 50 Years'
12441 Kennedy Road
Stouffville Ontario
North of Stouffville Side Road

Auctioneers Notes: An auction not to be missed. Many Unique & Collectible Items.

Mr. Pugh was a long time Allis Chalmers Dealer with a lifetime collection.

Terms: Cash, Debit, Approv Cheque, MC, VISA (3% Charge for MC & Visa)



GARY HILL AUCTIONS
905-852-9538 - 416-518-6401
garyhillauctions.ca
garyhillauctions@sympatico.ca

Legal Notices

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NOTICE TO CREDITORS AND OTHERS

In the estate of Sally Weems, Penioner, Deceased.

All persons having claims as creditors against the estate of the above mentioned, late of the Town of Whitchurch-Stouffville, in the Region of York, who died at the said City of Whitchurch-Stouffville, on December 09, 2015, are required to file proof of same with the undersigned on or before December 09, 2016.

After that date the Public Guardian and Trustee will proceed to distribute the estate, having regard only to the claims of which s/he then shall have had notice.

Anyone having knowledge of a Will or next-of-kin of the above mentioned is also requested to contact the undersigned.

DATED at Toronto on October 07, 2016.

PUBLIC GUARDIAN AND TRUSTEE
ESTATE TRUSTEE
595 BAY STREET, SUITE 800,
TORONTO, ONTARIO, M5G 2M6

FILE: 818190-011

Domestic Help Available

Domestic Help Available

House/Pet Sitting

European Cleaning Lady

• 20 years exp.
• Organic products
Servicing the York Region
Free Estimates
References available.
Flexible Hours
416-822-2353

RETIRED SENIOR teaching assistant will do house or pet sitting in the Stouffville area. Non smoker/drinker. Please call 807-728-0145

LOOKING FOR A NEW PLACE?



Check Out The Apartments For Rent Section!

Lifeneews.ca
New member of the family? Share the News!

