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The Circulation department at The Hamilton Spectator, a division

of Metroland Media Group Ltd., currently has an opening for Temporary Part time Customer Service Representatives. This

The schedule will be comprised of various 5 hour shifts from

Monday to Friday (6:00am to 7:00pm) and Saturdays (8:00am to

Your primary duties will include answering inbound calls, placing

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Possess excellent customer service experience and enjoy

and diplomacy with (external and internal) customers.

Show exceptional computer and keyboarding skills with a

Work independently as well work as a team player with a

As part of the Customer Service Representative role, you will be

required to handle credit card information. Metroland Media is a

PCI compliant company and requires people in this role to take

All interested candidates should forward their resume

no later than November 30th, 2013 to:

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44 Frid Street

Hamilton, Ontario

Fax: (905) 526-9211

Email: specjobs@thespec.com

We thank you for your interest however only those candidates

receiving an interview will be contacted

keen interest in attaining department goals/objectives.

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Demonstrate superior telephone skills, verbal communication

position will consist of approximately 15-25 hours per week.

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Be proficient in MS Word, Excel and Outlook

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We are currently seeking candidates to join our Burlington Distribution Centre in the role of:

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The hours of work will be Friday from 8am to

8pm and Saturday 8am to 2pm (with the flexibility to work up until 8pm) this role, the successful candidates will feed

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Dental

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