



JOB TITLE: Circulation Clerk - Part Time

BUSINESS UNIT: Metroland West, Circulation - The Waterloo Region Record, 160 King Street East, Kitchener, ON N2G 4E5

The Waterloo Region Record currently has an opening for a part time Circulation Administration Clerk.

KEY ACCOUNTABILITIES

- District Manager administrative support
- Carrier contract management
- Assist in maintaining HD & TMC routers
- Dealer month end & bi-weekly carrier billing cycles
- TMC management, billing and adjustments
- Data input & clerical duties
- Single copy Dealer admin / changes/ returns
- Administration of NIE program for schools.
- Escalated account inquiries as requested
- Maintain & create carrier files
- Month End reporting as required

WHAT WE'RE LOOKING FOR

- Knowledge of Newscycle and Inca 2.0 software and router system (not for external posting)
- Must demonstrate excellent clerical skills
- Strong attention to detail required
- Proven problem-solving skills and the ability to work well under pressure situations
- Excellent telephone mannerism and a demonstrated willingness to learn

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.

If this sounds like a fit for you, please apply by **February 16, 2018**

Internal Candidates apply to our internal posting portal on *MyMetNet* under *My Career*

External Candidates please apply to our external posting portal: <https://careers-en-metroland.icims.com>

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