

in print. online. mobile.

DrumhellerWorks.com

find your career



EMPLOYMENT OPPORTUNITY Summer Fun Program Leaders

Starland County is seeking applicants to join the Starland County FCSS Summer Fun Program as the Coordinator and Assistant. This position requires two responsible, very friendly, organized, helpful and knowledgeable, caring individuals. Both university and Grade 12 students are encouraged to apply. This job position will require working with children aged 5-12 so being reliable and accountable is required. You will work along side the Community Services Director to carry out the following responsibilities:

- Promotion of summer programs
- Organizing weekly activities
- Planning, booking, and confirming field trips and program space
- Ordering and ensuring all resources are available for crafts and activities
- Creating a program report once the program has ended
- Gathering and organizing supplies at the end of the summer

Employees need to demonstrate a positive attitude as well as enjoy working with children. We anticipate on offering 32 hours per week Monday through Thursday as well as flexible Fridays to prepare for the following week's events. This employment opportunity will be May through August, with dates negotiable.

Applications are to be received by the undersigned not later than 4:00 p.m. on Friday, April 6, 2018. Resumes should be forwarded to:

Starland County
P.O. Box 249
Morrin, AB T0J 2B0
Attention: Kory Bremer,

Resumes may also be emailed to kory@starlandcounty.com or faxed to 403-772-3807. For further information, please feel free to contact the Starland County Administration Office.

Kory Bremer
Human Resources Coordinator
Telephone: (403) 772-3793
Fax: (403) 772-3807

We thank all applicants for their interest; however only those invited to an interview will be contacted.

s8c13y



EMPLOYMENT OPPORTUNITIES

Interested in a challenging, diverse, and rewarding outdoor job this summer?

Well, the Starland County Agricultural Service Board may have a job for you.

We are currently looking for
2 GENERAL AGRICULTURAL LABOURERS

with the board and duties will include tree planting, grass seeding, shelterbelt pest control, weed inspection, invasive species management, assistance with surveys, equipment transportation and set up within Starland County.

The successful candidates will possess a valid class 5 licence and have experience operating a 1 ton truck & 5th wheel trailer, be able to operate a 60hp tractor, and have a working knowledge of weeds and responsible pesticide use. Expected wage will be \$15.00 - \$20.00/ Hr based upon education and experience. Consideration will be given to candidates who are currently enrolled in agricultural related training and to those with a valid pesticide applicator licence. Employment will commence on May 1st and end approximately August 31st, 2018.

Starland County is a drug and alcohol free workplace so successful candidates must submit to a drug and alcohol test prior to commencement of employment.

Are you reliable, personable with the public and a team player? If so, we want to hear from you! A valid class 5 license is a necessity. A positive attitude is mandatory.

Send your resume to the Starland County Agricultural Service Board, Box 249, Morrin, Alberta T0J 2B0, by fax to (403) 772-3807 or e-mail ahampton@starlandcounty.com or dara@starlandcounty.com

For more details please contact Alan Hampton or Dara Kudras at (403) 772-3793. **Applications must be received by Friday, March 14th.**

s8c10b



INLAND PLASTICS™ Quality Purpose Built Products Since 1965

EXECUTIVE ASSISTANT

Position Summary:

Reporting to the President, the Executive Assistant is responsible for the coordination of all internal and external activities as it relates to the President and the operations of the Company. The Executive Assistant will provide primary administrative support to the President, and on occasion to the Executive staff of the Company.

Primary Responsibilities:

- Coordinate and manage the calendar schedule for internal and external functions including meeting arrangements, and preparation of all materials for such functions.
- Write, draft, prepare and review correspondence on behalf of the President.
- Arrange and coordinate travel schedule on behalf of the President.
- Manage, resolve and/or direct concerns brought forward to the President.
- Research information as required in support of Executive Office activities.
- Coordinate and work cooperatively on behalf of the President's office on various activities including marketing, report administration, meeting minutes and actions tracking.

Qualifications and Skills:

- Advanced expertise and knowledge in use of information technology in a Windows environment using MS Office applications (Word, Excel, PowerPoint, SharePoint, MS Office and Outlook).
- Excellent interpersonal, organizational, and administrative/communication skills required.
- Excellent written and verbal English skills. French fluency would be an asset.
- Demonstrated ability to pay attention to detail.
- Strong communication skills both written and verbal.
- Ability to be flexible and adaptable to changing priorities.
- Maturity and discretion with confidential information.
- Ability to work respectfully both independently and as a member of a team.
- Ability to remain calm and practical in challenging situations or conversations.
- Ability to manage multiple tasks, meet deadlines and respond to and resolve issues quickly.
- Excellent organizational and productivity skills

Please email resume to: humanresources@inlandplastics.com
We would like to thank all applicants for their interest, however, only those applicants selected for interviews will be contacted.

f7c8b



Prairie Land Regional Division No. 25

requires professional, competent employees.

Employment opportunities become available on an ongoing basis. Please visit our website at www.plrd.ab.ca for all available positions including teachers, administrative assistants, educational assistants, librarians, maintenance workers, mechanics, finance and technology specialists. Schools are located in Hanna, Youngstown, Cessford, Delia, Morrin, Veteran, Consort and Altario as well as 9 colony schools throughout the division.

If you are interested in enhancing student learning experiences and promoting cooperation and commitment within a team environment, PLRD #25 is the workplace for you. Application procedures are outlined on our website.

Successful candidates will be required to provide proof of credentials, a current Criminal Record Check and Child Intervention Check satisfactory to PLRD prior to commencement.

f1oamb

Tourism Services Representatives

The Drumheller & District Chamber of Commerce is seeking personable and friendly Tourism Services Representatives, who are excited to serve visitors and customers at The World's Largest Dinosaur, Giftshop and Visitor Information Centre. Tourism Services Representatives are responsible for creating positive experiences for visitors to our community.

Qualification:

- Excellent customer service skills
- Strong knowledge of tourism within Drumheller and area
- Cash handling experience
- Computer skills
- Ability to work in a team environment
- Some heavy lifting
- Weekends and shift work required
- Second language would be an asset
- First Aid

Seasonal employment May 1 – September 3, 2018
Please submit cover letter and resume by
Tuesday March 10, 2018 to:

Debbie Schinnour, Tourism Services Manager
E: gsmanager@drumhellerchamber.com
F: 403 823 4469

Only those applicants selected for an interview will be contacted



s8c9Y

Employment Opportunity eat fresh!

Drumheller Subway Sandwiches & Salads is seeking 1 full time Food Service Supervisor.

Salary : \$ 16.00 / hour

Requirements : Secondary education

1 year experience

Email resume to k.nijjar@shaw.ca

Drumheller Subway Sandwiches & Salads (650129 Alberta Inc.), P.O. Box 1133, 905 Highway 9 S. Drumheller, AB, T0J 0Y0

O8c9s