



# Accredited Supports to the Community

## Customer Service Assistant - Olds Bottle Depot

Olds Bottle Depot owned and operated by Accredited Supports to the Community is seeking a motivated individual to join our team.

Operating for 45 years, ASC is a not-for-profit charitable society that helps over 1500 families every year in the Olds and surrounding areas. Aside from operating the Olds Bottle Depot, ASC provides Community Disability Services, Support to Adults, Children Services, and Healthy Family Services.

### Responsibilities:

Customer Service Assistant Level 1 is responsible for the daily tasks of the Bottle Depot including but not limited to:

- Accurate sorting & counting
- Customer service & customer relations
- Computer data input & trouble shooting
- Keeping accurate written records
- Warehouse duties

### The choice candidate will have skills in the following:

- Math
- Counting
- Multi-tasking
- Attention to detail
- Data input
- Trouble shooting
- Strong Interpersonal skills

### The successful applicant must:

- Provide a clear criminal records check
- Have reliable transportation
- Have a positive outlook
- Obtain and wear steel toed footwear
- Have knowledge to work efficiently on a computer

*\*Previous bottle depot experience and current forklift certification would be an asset.*

### Olds Bottle Depot - ASC Offers:

- Immediate on-the-job paid training
- Fast paced work
- A regular schedule with consistent days off (Bottle Depot is closed Sundays)
- Employee Assistance Program Benefits
- Competitive starting wage and a Saturday shift differential
- Opportunities for advancement

If you are a motivated and fast paced individual and are interested in this position, we want to hear from you! Please send in your resume and cover letter quoting competition #BD0714 and state what hours you are able to work as we currently have casual, part-time, and full-time positions available.