

## CUSTOMER SERVICE ASSISTANT

### Part Time Hours

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

Operating for over 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 supporting adults, children, and families in South Central Alberta.

#### 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 & relations
- Computer data entry & trouble shooting
- Keeping accurate written records
- Warehouse duties

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

- The ability to calculate and tabulate mathematics by memory
- Exceptional skills in counting in multiples
- Multi-tasking on the job
- Meticulous attention to detail
- Problem solving skills
- Strong interpersonal skills with the ability to manage a variety of customer service queries
- Previous bottle depot experience would be an asset but is not a requirement

#### The successful applicant must:

- Provide a standard clear criminal records check
- Have reliable transportation (Class 5 license)
- Have a positive outlook
- Obtain and wear steel toed footwear
- Have knowledge to navigate computer applications

#### Olds Bottle Depot - ASC Offers:

- Immediate on-the-job paid training
- Fast paced work in a supportive team environment
- A flexible schedule (Bottle Depot is closed Sundays)
- Employee Assistance Program Benefits
- Competitive starting wage of \$16.50/hr. plus a \$3.00 per hour Saturday shift differential on the base wage

**If you are a motivated individual that enjoys a physical and fast-paced environment we want to hear from you!**

**Please send in your resume and the required cover letter quoting competition to BD1018 [hr@asc-mva.ab.ca](mailto:hr@asc-mva.ab.ca). Interviews may be scheduled during the duration of this posting so apply early!**

*This position will remain open until a successful candidate is hired*

**We would like to thank all candidates in advance for their interest in this position; however, only those being considered will be contacted.**

