**PART TIME**

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

Operating for over 49 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 across south central Alberta.

**Responsibilities:**

The following daily tasks of the Bottle Depot including but limited to:

* Accurate sorting & counting
* Customer service & relations
* Computer data entry & trouble shooting
* Keeping accurate written records
* Warehouse duties

***A member of the***[***Alberta Bottle Depot Association***](http://albertadepot.ca/)***and the***[***Recycling Council of Alberta***](https://www.recycle.ab.ca/)***.***

***www.asc-mva.ab.ca***

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

* The ability to calculate and tabulate mathematics
* 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! We are located at 4314 50th Avenue Olds, AB Please send your resume and cover letter quoting competition #BD0404**

**to hr@asc-mva.ab.ca**

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