



## The Olds Bottle Depot Accredited Supports to the Community

### Customer Service Assistant I Full Time

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

Celebrating 50 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 children, youth, and adults across south central Alberta.

#### Responsibilities:

The following daily tasks of the position include but are not limited to:

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

*A member of the Alberta Bottle Depot  
Association and the Recycling Council of Alberta.*

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

[www.asc-mva.ab.ca](http://www.asc-mva.ab.ca)

- Focus counting in multiples and learning product
- Multi-tasking on the job with accuracy
- Meticulous attention to detail and maintain an organized workspace
- Problem solving and follows direction well
- Strong interpersonal skills with the ability to manage customer service queries
- Previous bottle depot experience would be an asset but is not a requirement

#### The successful applicant must:

- Provide a current and clear standard criminal record check on the first day of employment
- Provide and wear steel toed footwear and ear protection on first day of employment
- Must be physically fit to handle standing/walking for extended periods of time
- Must be able to lift up to 50 pounds
- 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 and Family Assistance Program benefits
- Extended Health Benefits after 6 months of continuous employment
- Competitive starting wage of \$17.00/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!**

**Apply by emailing your resume and cover letter quoting competition #BD0311 to  
[hr@asccreditedsupports.org](mailto:hr@asccreditedsupports.org)**

***Please note: 3 supervisory or managerial references from your most current employers are required for an interview***

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