

CAN JOB LEADS

MAY 9 - 16, 2022



CAMROSE & CAMROSE COUNTY

HEALTH & WELLNESS

Licensed Practical Nurse

Full-time and Part-time in Camrose

- Proof of COVID Vaccination
- Current Registered Nurse License in good standing with Canadian Licensed Practical Nurse Association
- Graduated from an accredited School of Nursing (RN or LPN)
- Current First Aid and CPR

Health Care Aide

Full-time and Part-time in Camrose

- Proof of COVID Vaccination
- Enrolled in the Alberta Health Care Aide (HCA) Directory
- Current First Aid and CPR Certification

\$19 - 23
per hour

PLEASE APPLY VIA EMAIL AT ASHTON@RDCAN.CA

CAMROSE & CAMROSE COUNTY

CONSTRUCTION & LABOUR

Security Guards

Full-time and Part-time in Camrose and area

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check

HEALTH & WELLNESS

Licensed Practical Nurse

Full-time and Casual in Drayton Valley

- Proof of COVID Vaccination
- Current Registered Nurse License in good standing with Canadian Licensed Practical Nurse Association
- Graduated from an accredited School of Nursing (RN or LPN)
- Current First Aid and CPR

Health Care Aide

Part-time, Day, Evening and Overnight Shifts in Drayton Valley

- Proof of COVID vaccination
- Enrolled in the Alberta Health Care Aide (HCA) Directory
- Current First Aid and CPR Certification

\$19 - 23
per hour

DRAYTON VALLEY & BRAZEAU COUNTY

OILFIELD & TRADES

Floorhands, Derrickhands and Drillers

Full-time in Drayton Valley

- Current H2S Alive, First Aid, CSO, Fall Protection, Well Service Blow Out Prevention and Fall Rescue certifications
- Valid minimum Class 5 Driver's License with Air Brakes
- Camp or hotel accommodations available and paid by company

OILFIELD & TRADES

DRAYTON VALLEY & BRAZEAU COUNTY

Class 1 Driver

Full-time in Drayton Valley

- Valid Class 1 Driver's License
- Some experience within oilfield & gas industry
- Valid H2S Alive and First Aid/CPR Certifications
- Opportunity for further training to ideal candidate available

Picker Operator

Full-time in Drayton Valley

- Current Journeyman Boom Truck Lift Ticket
- Valid H2S Alive and First Aid/CPR Certifications

Oilfield Technician

Full-time in Drayton Valley

- Current 3rd, 4th Year Apprentice or Journeyman Millwright, Heavy Duty or Automotive Certification
- Experience with a variety of rotating equipment such as pumps, engines and compressors in the oilfield as well as engine overhauls within a shop environment
- Valid H2S Alive and First Aid/CPR Certifications
- Comfortable using and operating technology

Operations Manager

Full-time in Drayton Valley

- Proven ability to meet service delivery customer and safety expectations
- Strong organizational and communication skills, specifically within a team environment
- Valid Driver's License with a Clean Driver's Abstract
- Computer literate individual

CONSTRUCTION & LABOUR

DRAYTON VALLEY & BRAZEAU COUNTY

Experienced Heavy Equipment Operators and Labourers

Full-time, Seasonal in Drayton Valley

- Valid First Aid, CSTS and Ground Disturbance II certifications
- GPS Knowledge
- If applying for heavy equipment operator positions, emphasize on individuals with experience on graders, dozers, hoe, scrapers, rock trucks and packer operators

Landscapers

Full-time, Seasonal in Drayton Valley

- Available from May to August for 12 hour shifts and weekends when required
- Physically fit with the ability to work outdoors in all weather
- Valid H2S Alive, Standard First Aid/CPR, CSO, CSTS 2020, WHMIS and TDG Certifications
- Valid Class 5 Driver's License with Clean Driver's Abstract

\$18
per hour

Security Guards

Full-time, Day and Night Shifts in Drayton Valley

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Weekend shifts required for some positions

12 Voltage Technician and Installer

Full-time in Drayton Valley

- Previous experience in 12 voltage
- Valid Class 5 Driver's License
- Ability to work overtime and weekends when required

RETAIL, HOSPITALITY & FOOD/BEVERAGE

DRAYTON VALLEY & BRAZEAU COUNTY

Dining Room Server

Part-time and Casual in Drayton Valley

- Proof of COVID Vaccination
- High standard of hygiene and cleanliness
- Valid or ability to obtain Food Safe and Proserve Certifications

Cook

Part-time in Drayton Valley

- Proof of COVID Vaccination
- Ability to read and follow written as well as verbal instruction
- High standard of hygiene and cleanliness
- Ability to operate related equipment
- Valid or ability to obtain Food Safe Certification

Front Desk Concierge

Part-time in Drayton Valley

- Proof of COVID vaccination
- Basic knowledge and understanding of office procedures
- Exceptional communication, customer service and conflict resolution skills

Deli and Home Meal Replacement Associates

Part-time in Drayton Valley

- Ability to lift 50 lbs
- Physically fit, able to stand for prolong periods of time
- Employer will train candidates in position

Food Server / Bartender

Part-time in Breton

- Required to be 18+ years old as they will be serving alcohol
- Valid Proserve Certification

**DRUMHEL
LER &
STARLAND
COUNTY**

OILFIELD & TRADES

Licensed Automotive Technician

Full-time in Drumheller

- Knowledge of current automobile technology
- Valid Mechanic's License
- Valid minimum Class 5 Driver's License
- Ability to work with computerized systems

CONSTRUCTION & LABOUR

Security Guards

Full-time, Day and Night Shifts in Drumheller

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Weekend shifts required for some positions

OILFIELD & TRADES

**HANNA &
SPECIAL
AREAS #2**

Swamper

Full-time in Hanna and Coronation

- Minimum Class 5 driver's license with acceptable driver's abstract
- Physically fit
- Willing to relocate and work remotely when required

Vac and Steam Truck Operator

Full-time in Hanna and Coronation

- Valid Class 3 or 1 driver's license with acceptable driver's abstract
- Experience running vac, steam and combo units, however willing to train the right candidate
- Willing to relocate and work remotely when required

CONSTRUCTION & LABOUR

HANNA & SPECIAL AREAS #2

Security Guards

Full-time, Day and Night Shifts in Hanna

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Weekend shifts required for some positions

RETAIL, HOSPITALITY & FOOD/BEVERAGE

Waitress

Full-time in Hanna

- Completed High School Diploma
- 6+ months previous experience in food and beverage industry
- Physically fit with the ability to stand for long periods of time
- Available during establishment hours including weekends

Cook

Full-time in Hanna

- Completed High School Diploma
- Ability to provide high quality Alberta Food Safety and cleanliness standards
- Physically fit with the ability to stand for long periods of time
- Available during establishment hours including weekends

LACOMBE & LACOMBE COUNTY

HEALTHCARE

Live-In or Personal Caregivers

Full-time, Part-time and Casual in Lacombe, Blackfalds and area

- Minimum 1 year of related personal or work experience
- Valid First Aid and CPR certification
- Ability to work 12 hour shifts and/or weekends
- Ability to work remotely, by driving and using public transit to get to client visits

**LACOMBE
&
LACOMBE
COUNTY**

HEALTHCARE

Health Care Aides

Full-time, Part-time and Casual in Lacombe, Blackfalds and area

- Enrolled in the Alberta Health Care Aide (HCA) Directory
- Proof of Health Care Aide Certification or current enrolment in a Health Care Aide program
- Current First Aid and CPR Certification
- Ability to work remotely by driving and using public transit

CONSTRUCTION & LABOUR

Security Guards

Full-time, Part-time and On-Call/Casual in Lacombe and Blackfalds

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Day, night and overnight shifts available for some positions
- Some positions require proof of COVID vaccinations

Shunt Truck Driver

Full-time in Blackfalds

- Available to work Monday to Friday from 12:00pm to 12:00am
- Valid Class 1 Driver's License and Clean Driver's Abstract
- Comfortable working at heights and climbing ladders
- Previous experience driving a truck and trailer with ability to operate equipment (such as skid steer or zoom boom) as well as park and drive in confined spaces
- Physically fit with the ability to consecutively lift up to 50 lbs
- Able to deal with paperwork and data entry

Water and Sewer Pipelayers

Full-time, Seasonal in Blackfalds

- 2+ seasons of water and sewer installation experience
- Must be willing to travel
- Valid First Aid, Ground Disturbance Level II, H2S Alive, CSTS and Confined Space Entry/Rescue certifications

**LACOMBE
&
LACOMBE
COUNTY**

CONSTRUCTION & LABOUR

Water and Sewer Construction Foreman

Full-time, Seasonal in Blackfalds

- 5+ years experience in water and sewer
- Experience leading crews
- Clean Driver's Abstract
- Thorough understanding of project drawings and specifications

Interior Design Technologist

Full-time in Blackfalds

- Valid Driver's License and reliable transportation
- Completed program by a recognized Interior Design college or technical school
- Ability to produce 3D renders for presentation purposes
- Knowledge of Alberta's Building Codes and National Energy Codes
- Available to work Monday to Friday and the occasional Saturday or overtime when required

Surveyor

Full-time in Blackfalds

- Bachelor's degree in surveying, geomatics, geospatial sciences, geophysics or a related field
- 4+ years experience as a Licensed Professional Surveyor
- Completion of the National Council of Examiners for Engineering and Surveying, Fundamental of Surveying and Principles and Practice of Surveying exams
- Valid Professional Surveyor License
- Working knowledge of software such as AutoCAD and GIS
- Valid Driver's License, Acceptable Driver's Abstract and reliable transportation
- Available to work away from home Monday to Friday with occasional Saturday or overtime when required

CONSTRUCTION & LABOUR

LACOMBE & LACOMBE COUNTY

Site Supervisor

Full-time in Blackfalds

- Previous work experience as a site supervisor in the construction industry for large commercial or multi-level residential buildings
- Good understanding of the construction process
- Proficient with computers and the ability to learn new software
- Valid Driver's License, acceptable Driver's Abstract and reliable transportation
- Valid Leadership for Safety Excellence (LSE), First Aid, Fall Protection and Aerial Work Platform certifications
- Ability to work away from home Monday to Friday with occasional Saturday and overtime when required

Relief Custodians

Casual in Alix, Bentley, Blackfalds, and Lacombe

- Previous experience with cleaning, preferably within school maintenance
- Physically fit with the ability to perform a varied of tasks including but not limited to snow shoveling
- Understand and follow directions
- Flexible and able to work on short notice
- Possibility of position moving to a permanent position

Earthworks Construction Foreman

Full-time, Seasonal in Blackfalds

- 3+ years construction supervisory experience
- Ability to read and understand blueprints and drawings
- Previous experience in road, landfill and subdivision construction
- Ability to run and understand the operation of heavy equipment
- Knowledge and understanding of Alberta Transportation Specifications

**LACOMBE
&
LACOMBE
COUNTY**

CONSTRUCTION & LABOUR

Earthworks Project Manager / Estimator

Full-time in Blackfalds

- Previous experience with Earthworks and highway construction
- Knowledge of municipal infrastructure, subdivision construction, site and landfill development
- Proficient in Microsoft programs

Security Guard

Part-time in Lacombe

- Available to work on weekends
- Valid Protect Certification

RETAIL, HOSPITALITY & FOOD/BEVERAGE

Kitchen Manager

Full-time in Lacombe

- Previous experience within a management role and in a restaurant environment is considered an asset

Line Cook

Full-time in Lacombe

- Previous experience within cooking position

Sales Consultant

Full-time in Lacombe

- Previous sales experience
- Ability to interact with diverse customers

**LACOMBE
&
LACOMBE
COUNTY**

OFFICE & ADMINISTRATION

Administrative Support & Data Entry

Full-time in Lacombe

- 1+ years experience within bookkeeping including accounts payable and accounts receivable
- Strong Microsoft Office skills with the ability to learn and use new technology
- Knowledge of the food industry or meat in general
- Ability to focus and prioritize in a high-paced, multi-tasking environment

EDUCATION & CHILDCARE

Camp Operations Manager

Full-time, Seasonal in Bentley

- Ability to maintain and repair equipment such as bobcat, tractor, snowmobile, gator, boat, golf carts, etc.
- Ability to maintain and repair structures such as lodge and outbuildings, septic systems, heating, plumbing, etc.
- Ability to oversee all camp activities, including but not limited to ordering supplies, meal/snack preparation and sanitation
- Ability to take care of animals on site
- Mentor and team lead for all camp staff

Biology / Science Teacher

Part-time in Lacombe

- Alberta Education TQS Certified
- Specialty in Biology or High School Sciences
- Available on Mondays, Wednesdays and Fridays from 10:45am to 2:45pm
- Temporary contract until the end of June, with possibility of continuance in Fall (September 2022)
- Ability to teach adults in a small group setting

Math / Physics Teacher

Part-time in Lacombe

- Alberta Education TQS Certified
- Specialty in Math or High School Sciences
- Available to start in September 2022
- Ability to teach adults in a small group setting

HEALTH & WELLNESS

Health Care Aide

Full-time, Part-time and Casual in Olds

- Enrolled in the Alberta Health Care Aide (HCA) Directory
- Current First Aid and CPR Certification
- Proof of COVID vaccination and ability to work remotely (by driving and using public transit) is required for some positions

Licensed Practical Nurse

Full-time, Part-time and Casual in Olds

- Proof of COVID Vaccination
- Current Registered Nurse License in good standing with Canadian Licensed Practical Nurse Association
- Graduated from an accredited School of Nursing (RN or LPN)
- Current First Aid and CPR

Live-In or Personal Caregivers

Part-time and Casual in Olds

- Minimum 1 year of related personal or work experience
- Valid First Aid and CPR certification
- Ability to work 12 hour shifts and/or weekends
- Ability to work remotely by driving and using public transit

CONSTRUCTION & LABOUR

Security Guards

Full-time, Day and Night Shifts in Sundre

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Weekend shifts required for some positions

**OLDS &
MOUNT-
AIN VIEW
COUNTY**

RETAIL, HOSPITALITY & FOOD/BEVERAGE

OLDS & MOUNT- AIN VIEW COUNTY

Housekeeping Manager

Full-time in Olds

- Proof of COVID vaccination
- Strong skillset around cleaning and repairing minor house items
- Valid Class 5 Driver's License with Clean Driver's Abstract
- Valid First Aid and CPR certification

Housekeeper

Part-time in Olds

- Proof of COVID Vaccination
- Ability to read and follow written as well as verbal instruction
- High standard of hygiene and cleanliness
- Ability to operate related equipment

Commercial and Residential Cleaners

Full-time and Part-time in Olds and area

- Valid Driver's License
- Reliable individual with exceptional customer service skills
- Training and work vehicle provided

Cooks

Part-time in Olds

- Valid Food Safe and First Aid/CPR Certifications
- High standard of hygiene and cleanliness
- Proof of COVID vaccination

Dining Room Server

Part-time and Casual in Olds

- Proof of COVID Vaccination
- High standard of hygiene and cleanliness
- Valid or ability to obtain Food Safe and Proserve Certifications

RETAIL, HOSPITALITY & FOOD/BEVERAGE

**OLDS &
MOUNT-
AIN VIEW
COUNTY**

Food Service Associates

Full-time and Part-time in Didsbury, Olds and Sundre

- Excellent customer service and problem solving skills
- Ability to work in a fast-paced environment and in a team

Food Services Manager

Full-time or Part-time in Didsbury, Olds and Sundre

- 1+ years of supervisory / chef experience is considered an asset
- Flexible schedule with the ability to work evenings / weekends

HEALTH & WELLNESS

**PONOKA
&
PONOKA
COUNTY**

Health Care Aide

Part-time in Ponoka

- Enrolled in the Alberta Health Care Aide (HCA) Directory
- Proof of Health Care Aide Certification or current enrolment in a Health Care Aide program
- Current First Aid and CPR Certification
- Proof of COVID vaccination and ability to work remotely by driving and using public transit required for some positions

OILFIELD & TRADES

Journeyman Structural Welder

Full-time in Ponoka

- 3+ years experience with stairs and hand rails
- CWB Certified & Journeyman Welding Ticket
- Ability to read and interpret drawings, sketches, procedures and practices
- Knowledge of materials and strong understanding of metals
- Physically fit with the ability to lift up to 50 lbs
- Available to work overtime and occasional Saturday

**PONOKA
&
PONOKA
COUNTY**

OILFIELD & TRADES

Apprentice Shop Welders and Fabricators

Full-time in Ponoka

- 1+ years welding experience
- Ability to read and interpret drawings, sketches, procedures and practices
- Knowledge of materials and strong understanding of metals
- Physically fit with the ability to lift up to 50 lbs
- Available to work away from home Monday to Friday and the occasional Saturday
- Willing to work overtime as needed

CONSTRUCTION & LABOUR

Security Guards

Full-time, Day and Night Shifts in Ponoka

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Weekend shifts required for some positions

Machinist

Full-time in Ponoka

- 1+ years previous related experience
- Valid Class 3 Driver's License
- Valid Forklift Operator Certification
- Steel-toed safety boots

Granite & Quartz Polisher

Full-time in Ponoka

- 1+ years previous related experience
- Physically fit with the ability to handle heavy loads and stand for extended periods of time
- Valid Class 3 Driver's License
- Valid Forlift Operator Certification
- Steel-toed safety boots

**PONOKA
&
PONOKA
COUNTY**

CONSTRUCTION & LABOUR

Countertop Installer

Full-time in Ponoka

- 1+ years previous related experience
- Physically fit with the ability to handle up to 100 lbs
- Valid Driver's License
- Mechanically inclined with the ability to handle hand and power tools, read blueprints or drawings and conduct measurements

Relief Custodians

Casual in Bluffton, Ponoka and Rimbey

- Previous experience with cleaning, preferably within school maintenance
- Physically fit with the ability to perform a varied of tasks including but not limited to snow shoveling
- Understand and follow directions
- Flexible and able to work on short notice
- Possibility of position moving to a permanent position

RETAIL, HOSPITALITY & FOOD/BEVERAGE

Cook

Casual in Ponoka

- Valid Food Safe and First Aid/CPR Certifications
- High standard of hygiene and cleanliness
- Proof of COVID vaccination

Housekeeper

Part-time in Ponoka

- Proof of COVID Vaccination
- Ability to follow written and verbal instructions
- High standard of hygiene and cleanliness
- Ability to operate related equipment
- Organized and ability to work under strict time constraints

**PONOKA
&
PONOKA
COUNTY**

RETAIL, HOSPITALITY & FOOD/BEVERAGE

Dining Room Server

Part-time in Ponoka

- Proof of COVID Vaccination
- High standard of hygiene and cleanliness
- Valid or ability to obtain Food Safe and Proserve Certifications

EDUCATION & CHILDCARE

Nanny

Full-time in Ponoka

- Previous experience as a nanny
- Reside within Ponoka area
- Available from 8:30am to 4:30pm from Monday to Friday
- Valid Standard First and CPR as well as Early Childhood Development Certifications
- Able to provide a clean criminal record check
- Valid Driver's License with own transportation

HEALTH & WELLNESS

Registered Nurse

Full-time in Red Deer

- Registered Nurse or Registered Psychiatric Nurse designation
- Current registration with the College of Nurses
- Current First Aid & CPR and Medication Administration certifications

**RED DEER
& RED
DEER
COUNTY**

HEALTH & WELLNESS

RED DEER & RED DEER COUNTY

Licensed Practical Nurses

Casual in Red Deer

- Current Registered Nurse License in good standing with Canadian Licensed Practical Nurse Association
- Graduated from an accredited School of Nursing (RN or LPN)
- Current First Aid and CPR

Health Care Aides

Full-time, Part-time and Casual, Day and Evening Shifts in Red Deer

- Enrolled in the Alberta Health Care Aide (HCA) Directory
- Proof of Health Care Aide Certification or current enrolment in a Health Care Aide program
- Current First Aid and CPR Certification
- Ability to work remotely by driving and using public transit

Live-In or Personal Caregivers

Full-time, Part-time and Casual in Red Deer and Sylvan Lake

- Minimum 1 year of related personal or work experience
- Valid First Aid and CPR certification
- Ability to work 12 hour shifts and/or weekends
- Ability to work remotely, by driving and using public transit to get to client visits

Assistant General Manager

Full-time in Red Deer

- Proven success in leading, training and motivating teams
- Passion for helping others and commitment to personal health and fitness
- Available to work in evenings and weekends when required
- Previous experience within sales is considered an asset

OILFIELD & TRADES

RED DEER & RED DEER COUNTY

Experienced Derrickhands / Floorhands Full Crews for Slant and Straight Rigs

Full-time in Red Deer

- 1+ years oilfield and gas industry experience
- Valid Class 5 (non-GDL) Drivers license
- Valid H2S Alive and Standard First Aid certifications
- Strong Commitment to Safety
- Airbrakes is considered an asset

Safety Watch

Full-time in Red Deer

- Flexible to travel to Alberta locations for project work
- Able to work 10 - 12 hour shifts
- Physically fit with the ability to lift up to 50 lbs, sit/stand for long periods of time, work in confined/small spaces, work at heights or climb ladders, etc.
- Able to work in all weather environments and conditions
- Have own transportation to and from work

Journeyman/woman Automotive Technician

Full-time in Red Deer

- Valid Journeyman/woman Automotive Technician Certification
- Own toolbox and tools
- Valid Driver's License
- Ability to provide a clean criminal record check

Eline Operators

Full-time in Red Deer

- Valid Class 3 Driver's License with air brake endorsement and clean driver's abstract
- Valid H2S Alive and First Aid certifications
- Must reside in Red Deer and area

OILFIELD & TRADES

RED DEER & RED DEER COUNTY

1st, 2nd, 3rd or 4th Year Apprentice and Journeyman HVAC and Sheet Metal Workers

Full-time in Red Deer and area

- Repair and maintenance experience within residential homes as well as commercial businesses
- Ability to work on-call after hours
- Ability to provide 5 year commercial driver's abstract (no more than 2 minor convictions in the past 3 years)
- Ability to provide criminal record check

Journeyman, 3rd or 4th Year Apprentice Plumbing and Gas Fitters

Full-time in Red Deer and area

- Ability to provide a 5 year commercial driver's abstract (no more than 2 minor convictions in the past 3 years)
- Repair and maintenance experience within residential homes as well as commercial businesses (3rd and 4th year only)
- Ability to work on-call after work hours (3rd and 4th year only)
- Ability to provide criminal record check (3rd and 4th year only)

Day / Night Supervisors and Senior Operators

Full-time in Red Deer

- Valid Class 3 Driver's License
- Valid H2S Alive and First Aid certifications

Green Hand Well Testing Labourers

Full-time in Red Deer

- Valid Class 3 Driver's License
- Valid H2S Alive and First Aid certifications

OILFIELD & TRADES

Experienced Heavy Equipment Operators and Labourers

Full-time, Seasonal in Red Deer

- Valid First Aid, CSTS and Ground Disturbance II certifications
- GPS Knowledge
- If applying for heavy equipment operator positions, emphasize on individuals with experience on graders, dozers, hoe, scrapers, rock trucks and packer operators

Program Integration Director

Full-time in Red Deer

- 5+ years of related experience
- Valid Professional Diploma and/or Undergraduate Degree in a discipline related to Business, Project Management, Sales or Marketing
- Ability to connect with individuals for collaborative partnerships and maintain relationships
- Ability to oversee all aspects of project management such as planning, budgets, sales, engagement with stakeholders, etc.
- Able to work long and sometimes irregular hours as required
- Strong computer skills, specifically with Microsoft Office
- Ability to travel with a valid Driver's License and reliable vehicle

CONSTRUCTION & LABOUR

Apartment Maintenance

Full-time in Red Deer

- 2+ years previous maintenance service experience
- Physically fit
- Ability to work with cleaning chemicals
- Familiarity with computer tablets is an asset

Class 1 Livestock Driver

Full-time in Red Deer

- Valid Class 1 Drivers license
- On-the-job training provided

**RED DEER
& RED
DEER
COUNTY**

CONSTRUCTION & LABOUR

Eavestrough Installers

Full-time in Red Deer

- Valid Driver's License
- Physically fit with the ability to lift up to 50 lbs
- Ability to travel across Central Alberta for work projects with shop location in Red Deer

Security Guards

Full-time, Part-time, and Casual in Red Deer, Innisfail and Sylvan Lake

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Day, night, overnight and weekend shifts available or required for some positions

AGRICULTURE

Industrial Butcher

Full-time in Red Deer

- Physically fit with the ability to perform repetitive tasks in a fast-paced environment
- On-the-job training provided

RETAIL, HOSPITALITY & FOOD/BEVERAGE

Food Service Associates

Full-time and Part-time in Innisfail and Bowden

- Excellent customer service and problem solving skills
- Ability to work in a fast-paced environment and in a team

Food Services Manager

Full-time and Part-time in Innisfail and Bowden

- 1+ years of supervisory / chef experience is considered an asset
- Flexible schedule with the ability to work evenings / weekends

**RED DEER
& RED
DEER
COUNTY**

RETAIL, HOSPITALITY & FOOD/BEVERAGE

RED DEER & RED DEER COUNTY

Sales Consultant and Internet Sales Manager

Full-time in Red Deer

- 1+ years of automotive sales experience is preferred
- Ability to interact and motivate a diverse team

Retail Associate

Part-time and Casual in Red Deer

- Available for weekend shifts
- Exceptional customer service skills
- Able to maneuver the point of sales system
- Ability to properly clean and stock within the shop

Barista

Part-time in Red Deer

- Ability to handle cash, perform all transactions and cash-out operations at closing
- Perform cleaning duties for work environment
- Maintain stock within coolers and displays
- Point of sales knowledge

Cooks and Line Cooks

Full-time and Part-time in Innisfail

Casual in Red Deer

- Valid Food Safe and First Aid/CPR Certifications
- High standard of hygiene and cleanliness
- 2+ years cooking experience for Red Deer location only
- Ability to lift up to 50 lbs for Red Deer location only

Sales Consultant

Full-time in Red Deer

- Previous sales experience
- Ability to interact with diverse customers

PERSONAL SERVICES

Certified Nail Technicians

Full-time and Part-time in Red Deer

- 1+ years experience with manicures, pedicures, shellac/gel polish applications and artificial nails

FINANCE, LEGAL AND INSURANCE

Experience Corporate Legal Assistant

Full-time in Red Deer

- Completion of CORES Level 1 and 2
- Previous experience within a law firm with corporate assistant knowledge
- Proficient Microsoft Office skills with strong typing and general computer skills
- Exemplary proofreading and grammar skills

Bookkeeper

Full-time in Red Deer County

- 2+ years experience within bookkeeping
- Knowledge of full cycle accounting and experience with bank reconciliations
- Proficient with Microsoft Office, Sage 60, QuickBooks and QuickBooks Online
- Demonstrates understanding and adherence to confidentiality

HUMAN SERVICES

Adult Residential Aides

Part-time and Casual (every other weekend) in Red Deer

- Valid and Clean Driver's License with the ability to use own vehicle depending on individual
- Ability to lift under 45 lbs
- Experience with mental and/or physical disabilities are an asset

**RED DEER
& RED
DEER
COUNTY**

HUMAN SERVICES

RED DEER & RED DEER COUNTY

Adult and Relief Proprietors

Various opportunities in Red Deer

- Be available for 5+ days a month
- Completed High School Diploma or equivalency
- Valid Class 5 Driver's License with own vehicle (valid insurance and registration required)
- Acceptable Driver's Abstract, Police Information Check & Child Intervention Record
- Experience with mental health

Independent Lifestyle Team Lead & Aides

Part-time in Red Deer

- Two-year post-secondary diploma in Human Services
- 3+ years experience in human services or a related field
- 1+ years experience in a supervisory role
- Valid Class 5 Driver's license with own transportation (valid insurance and registration)
- Acceptable Driver's Abstract, Police Information Check and Child Intervention Record Check

Adult Residential Supervisors

Full-time in Red Deer

- Completed 2-year Post-Secondary Diploma in Human Services
- 3+ years of experience in a related field
- 1+ year experience in a supervisory position
- Valid Class 5 Driver's License and own vehicle with valid insurance & registration
- Acceptable Driver's Abstract, Police & Child Intervention Check
- Ability & willingness to drive the agency wheelchair van when required (training provided)

HUMAN SERVICES

Family Support Workers

Casual in Red Deer

- Completed High School Diploma or equivalent
- Acceptable Police Information Check and Child Intervention Check
- Hours may increase temporarily during school closures and summer months
- A vehicle and willingness to participate in community outings may be required

**RED DEER
& RED
DEER
COUNTY**

CONSTRUCTION & LABOURER

**ROCKY
MOUNT-
AIN HOUSE
& CLEAR-
WATER
COUNTY**

Experienced Oilfield Operators

Full-time, Seasonal in Rocky Mountain House and area

- Experience in oilfield construction
- Knowledge and understanding of grades and densities
- Willing to work out of town when required (subsistence for certain job locations provided)
- Valid First Aid, H2S Alive, Global Ground Disturbance (Level II) and CSO certifications

Relief Custodians

Casual in Eckville

- Previous experience with cleaning, preferably within school maintenance
- Physically fit with the ability to perform a varied of tasks including but not limited to snow shoveling
- Understand and follow directions
- Flexible and able to work on short notice
- Possibility of position moving to a permanent position

**ROCKY
MOUNT-
AIN HOUSE
& CLEAR-
WATER
COUNTY**

CONSTRUCTION & LABOURER

Experienced Heavy Equipment Operators and Labourers

Full-time, Seasonal in Rocky Mountain House

- Valid First Aid, CSTS and Ground Disturbance II certifications
- GPS Knowledge
- If applying for heavy equipment operator positions, emphasize on individuals with experience on graders, dozers, hoe, scrapers, rock trucks and packer operators

Experienced Class 1 Truck and Wagon Drivers

Full-time, Seasonal in Rocky Mountain House and area

- 2+ years experience in trucking, quad and gravel hauling
- Willing to work out of town when required (subsistence for certain job locations provided)
- Valid First Aid, H2S Alive and CSO certifications
- Valid Class 1 Driver's License

EDUCATION & CHILDCARE

Early Childhood Educator (ECE)

Part-time in Caroline

- Ability to work in 0 - 5 year or 6 - 12 year childcare programs
- Valid First Aid and CPR/AED certification
- Clean Criminal Reference with Vulnerable Sector Search & Child Welfare Check

CONSTRUCTION & LABOUR

Security Guards

Full-time, Day and Night Shifts in Stettler

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Weekend shifts available or required for some positions

**STETTLER
& COUNTY
OF
STETTLER**

AGRICULTURE

Heavy Duty Mechanic

Full-time in Stettler

- 4th Year Apprentice or Journeyman Service Technician or Heavy Duty Mechanic Certification
- Self-motivated with ability to work in a team within a shop or remote environment
- Ability to do diagnostic or navigate programs on a computer

CONSTRUCTION & LABOUR

**TROCHU &
KNEEHILL
COUNTY**

Security Guards

Full-time and On-Call/Casual in Three Hills

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Day, night, overnight and weekend shifts available or required for some positions

**TROCHU &
KNEEHILL
COUNTY**

AGRICULTURE

Human Resources & Safety Coordinator

Full-time in Acme

- Previous human resources and safety experience
- Previous experience attending and organizing events
- Knowledge of policy applications, performance management, legislation and immigration processes
- Ability to deliver presentations on special projects and/or training initiatives

Food Production and Labourer

Full-time in Acme

- Physically fit including being able to lift up to 55 lbs
- Flexibility with respect to overtime, hours of work and shifts
- Valid First Aid & CPR and/or Forklift certifications is an asset
- Ability to provide QR Code or complete on-site COVID testing twice per week

EDUCATION & CHILDCARE

Family Day Home (Early Learning and Child Care)

Full-time, Part-time and Casual in Three Hills, Trochu and Elnora

- Assist with building and expanding your own business, including approved Family Child Care Educator credibility, offered by employer
- Flexible schedule

HEALTH & WELLNESS

Health Care Aide

Casual in Wetaskiwin

- Enrolled in the Alberta Health Care Aide (HCA) Directory
- Proof of Health Care Aide Certification or current enrolment in a Health Care Aide program
- Current First Aid and CPR Certification
- Proof of COVID vaccination and ability to work remotely by driving and using public transit required for some positions

CONSTRUCTION & LABOUR

Security Guards

Full-time, Day and Night Shifts in Wetaskiwin

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Weekend shifts available or required for some positions

RETAIL, HOSPITALITY & FOOD/BEVERAGE

Dining Room Server

Casual in Wetaskiwin

- Proof of COVID Vaccination
- High standard of hygiene and cleanliness
- Valid or ability to obtain Food Safe and Proserve Certifications

Housekeeper

Part-time in Wetaskiwin

- Proof of COVID Vaccination
- Ability to follow written and verbal instructions
- High standard of hygiene and cleanliness
- Ability to operate related equipment
- Organized and ability to work under strict time constraints

**WETASK-
IWIN &
COUNTY
OF
WETASK-
IWIN**

HUMAN SERVICES

Business Manager

Full-time, Temporary in Wetaskiwin

- Proof of COVID Vaccination
- 2+ years experience in Senior Housing or Hospitality
- Valid Class 5 Driver's License with Clean Driver's Abstract
- Valid Standard First Aid & CPR Certification

**WETASK-
IWIN &
COUNTY
OF
WETASK-
IWIN**

SOUTHERN ALBERTA

HEALTH & WELLNESS

Licensed Practical Nurse

Full-time in High River

- Proof of COVID Vaccination
- Current Registered Nurse License in good standing with Canadian Licensed Practical Nurse Association
- Graduated from an accredited School of Nursing (RN or LPN)
- Current First Aid and CPR

Health Care Aide

Full-time and Part-time, Temporary in High River

- Enrolled in the Alberta Health Care Aide (HCA) Directory
- Proof of Health Care Aide Certification or current enrolment in a Health Care Aide program
- Current First Aid and CPR Certification
- Proof of COVID vaccination and ability to work remotely by driving and using public transit required for some positions

SOUTHERN ALBERTA

OILFIELD & TRADES

Safety Watch

Full-time in Calgary

- Flexible to travel to Alberta locations for project work
- Able to work 10 - 12 hour shifts
- Physically fit with the ability to lift up to 50 lbs, sit/stand for long periods of time, work in confined/small spaces, work at heights or climb ladders, etc.
- Able to work in all weather environments and conditions
- Have own transportation to and from work

CONSTRUCTION & LABOUR

Security Guards

Full-time, Part-time, On-call and Casual in Airdrie, Calgary, Canmore/Banff Area, Brocket, Blairmore, Cochrane, Clairmore, Medicine Hat and Lethbridge

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Day, night and overnight shifts available

Onsite Journeyman Carpenter

Full-time in Calgary

- Current Journeyman Carpenter Certification
- Ability to read blueprints
- Reliable transportation and cell phone
- Ability to lift at least 50 lbs and be comfortable with heights with proper safety restraints
- Available to work Monday to Friday with the occasional Saturday as required
- Local to the Calgary area or willing to relocate to Calgary area

SOUTHERN ALBERTA

RETAIL, HOSPITALITY & FOOD/BEVERAGE

Front Desk Concierge

Part-time in High River

- Proof of COVID vaccination
- Basic knowledge and understanding of office procedures
- Exceptional communication, customer service and conflict resolution skills

Dining Room Server

Part-time in High River

- Proof of COVID Vaccination
- High standard of hygiene and cleanliness
- Valid or ability to obtain Food Safe and Proserve Certifications

Cook

Casual in High River

Full-time in Lethbridge

- Proof of COVID Vaccination
- Ability to read and follow written as well as verbal instruction
- High standard of hygiene and cleanliness
- Ability to operate related equipment
- Valid or ability to obtain Food Safe Certification

Commercial and Residential Cleaners

Full-time and Part-time in Calgary, Airdrie and Cochrane

- Valid Driver's License
- Reliable individual with exceptional customer service skills
- Training and work vehicle provided

Housekeeper

Part-time in High River

- Proof of COVID Vaccination
- Ability to read and follow written as well as verbal instruction
- High standard of hygiene and cleanliness
- Ability to operate related equipment

**SOUTHERN
ALBERTA**

HUMAN SERVICES

Activities Attendant

Part-time in High River

- Proof of COVID Vaccination
- Strong ability to motivate and encourage service team members
- Strong ability to design and deliver an activity program
- Knowledge of programming for seniors
- Valid Class 5 Driver's License with Clean Driver's Abstract
- Valid Standard First Aid & CPR and Food Safe Certifications

Activities Manager

Full-time in Lethbridge

- Proof of COVID Vaccination
- Completed a Certified Recreation Therapist program
- Proficient computer skills
- Strong leadership skills with the ability to supervise others
- Valid Class 5 Driver's License with Clean Driver's Abstract
- Valid First Aid/CPR, Food Safe Handling and ProServe Certifications
- Knowledge of retirement programs and community resources

Sales and Leasing Manager

Full-time in High River

- Proof of COVID Vaccination
- Experience in sales and/or marketing with a strong focus on customer service
- Knowledge of the surrounding area and communities
- Valid Class 5 Driver's License with Clean Driver's Abstract and access to a vehicle
- Valid Standard First Aid & CPR Certification
- Strong computer skills with experience using a customer management database
- Ability to work flexible hours, evenings and weekends

OILFIELD & TRADES

NORTHERN ALBERTA

Safety Watch

Full-time in Edmonton

- Flexible to travel to Alberta locations for project work
- Able to work 10 - 12 hour shifts
- Physically fit with the ability to lift up to 50 lbs, sit/stand for long periods of time, work in confined/small spaces, work at heights or climb ladders, etc.
- Able to work in all weather environments and conditions
- Have own transportation to and from work

Floorhands, Derrickhands and Drillers

Full-time in Grande Prairie, Valleyview, Red Water, Bonneyville and Zama

- Current H2S Alive, First Aid, CSO, Fall Protection, Well Service Blow Out Prevention and Fall Rescue certifications
- Valid minimum Class 5 Driver's License with Air Brakes
- Camp or hotel accommodations available and paid by company

Class 1 Fuel Operator

Full-time in Fort McMurray

- Valid Class 1 Driver's License with Clean Driver's Abstract
- Physically fit with the ability to lift up to 50 lbs on regular basis
- 3+ years experience on fuel trucks, including operation of up to 18 speed manual class 1 equipment
- Valid CPPI, CSTS, OSSA (or BSO), TDG, Weights and Dimensions, Hours of Service and Daily Trip Inspections certifications
- Ability to work a rotation shift of 14 days on, 7 days off for both day and night
- Proof of COVID vaccination OR willingness to complete COVID rapid tests when required

OILFIELD & TRADES

NORTHERN ALBERTA

Swabbing Rig Assistants

Full-time in Grande Prairie

- Valid Class 5 Driver's License with Clean Driver's Abstract
- Valid H2S Alive and First Aid certifications

HSE Coordinator

Full-time in Fort McMurray

- Active NCSO Certification or OHS Certificate/Diploma
- 5+ years direct industry experience
- Valid CSTS and OSSA or BSO or CSO certifications
- Valid Class 5 Driver's License with Clean Driver's Abstract
- Highly proficient in Microsoft Office Suite (Excel, Word and PowerPoint) with proficiency test required for employment
- Ability to work 14 on, 14 off rotation
- Camp accommodations provided as well as flights from site to and from Edmonton or Calgary

Transportation Training Supervisor

Full-time in Fort McMurray

- Valid Class 1 Driver's License with clean driver's abstract
- Valid OSSA (or BSO) and CSTS certifications
- 3+ years operating, supervisory and/or training experience
- Valid or working towards NCSO Designation
- Strong computer skills with Outlook, Excel, SharePoint, etc.
- Proficient in training methodologies and knowledge of staff learning and assessment protocols
- Proof of COVID vaccination OR willingness to complete COVID rapid tests when required

OILFIELD & TRADES

NORTHERN ALBERTA

Shipper and Receiver

Full-time in Fort McMurray

- 3+ years experience in warehousing and shipping / receiving
- Knowledge of major couriers and how to operate their respective software packages (i.e., FedEx, UPS, Purolator, etc.)
- Computer proficient with Microsoft Office and ERP software
- Valid Forklift License
- Physically fit with ability to lift up to 50 lbs.
- Proof of COVID vaccination OR willingness to complete COVID rapid tests when required

Experienced Derrickhands / Floorhands

Full Crews for Slant and Straight Rigs

Full-time in Lloydminster, Slave Lake and Grande Prairie

- 1+yers oilfield and gas industry experience
- Valid Class 5 (non-GDL) Drivers license
- Valid H2S Alive and Standard First Aid certifications
- Strong Commitment to Safety
- Airbrakes is considered an asset

Class 1 or 3 Operators

Full-time in Fort McMurray or a remote location

- Valid Class 1 or 3 License with Clean Driver's Abstract
- 3+ years experience (including up to 18 speed manual class 1 equipment)
- Previous or related experience operating Water, Vacuum, Hydro or Combo Vac Units
- Valid BSO/CSO, CSTS, H2S Alive & First Aid certification
- Camp accomodations provided to remote location
- Proof of COVID vaccination OR willingness to complete COVID rapid tests when required

OILFIELD & TRADES

NORTHERN ALBERTA

Journeyman Heavy Duty Mechanic

Full-time in Fort McMurray

- Certified Journeyman Heavy Duty Mechanic
- 3+ years experience working with heavy trucks
- Valid minimum Class 5 Driver's License with clean abstract
- Valid OSSA (or OSSA BSO) and CSTS certifications
- Ability to work 14 on, 7 off schedule
- Proof of COVID vaccination OR willingness to complete COVID rapid tests when required

Cementing Operators and Supervisors

Full-time in High Level

- Valid Class 1 Driver's License with Clean 5 Year Driver's Abstract
- Valid H2S Alive, First Aid and CSO certifications
- Physically fit with the ability to lift heavy objects and work in all weather conditions when required
- Ability to work 15/6 schedule

Experienced Fluid Pumping Supervisors and Operators

Full-time in Grande Prairie

- Fluid pumping or nitrogen experience
- Valid Class 1 Driver's License with Clean Driver's Abstract
- Valid H2S Alive and First Aid certifications
- Ability to work a schedule of 15 days on and 6 days off
- 2+ years experience within supervisory roles for supervisory positions only

OILFIELD & TRADES

NORTHERN ALBERTA

Safety Watch / Senior Safety Watch

Full-time in Edmonton

- Reliable transportation to and from site with ability to work in remote areas for extended periods of time
- Safety conscious individual
- Valid Class 5 Driver's License with Clean Driver's Abstract
- Valid H2S Alive, CSO and Standard First Aid with CPR/AED, Level A or C certifications
- Access to computer and internet (for training purposes)
- Proof of COVID vaccination OR willingness to complete COVID rapid tests when required

Steam Truck Operator

Full-time in Fort McMurray

- Valid Class 5 with Q Endorsement Driver's License
- Clean Driver's Abstract
- 3+ years experience operating high pressure steam trucks
- Valid WHMIS, OSSA (or OSSA BSO/CSO) and CSTS certifications
- Ability to work a rotation shift of 14 days on, 7 days off
- Proof of COVID vaccination OR willingness to complete COVID rapid tests when required

Slickline Supervisors and Assistants

Full-time in Grande Prairie and Fox Creek

- Valid Class 3 Driver's License with Clean Driver's Abstract
- Valid H2S Alive and First Aid certifications

Green Hand Well Testing Labourers

Full-time in Grande Prairie

- Valid Class 3 Driver's License
- Valid H2S Alive and First Aid certifications

OILFIELD & TRADES

NORTHERN ALBERTA

Hydro-Vac Operator

Full-time in Fort McMurray

- Minimum valid Class 3 Driver's License with clean abstract
- 3+ years experience with up to 18 speed manual class 1 equipment and operating hydro vac units for Fort McMurray
- Valid OSSA (or OSSA BSO/CSO), CSTS, H2S Alive, Ground Disturbance, Confined Space and Fall Protection certifications
- Proof of COVID vaccination OR willingness to complete COVID rapid tests when required

Wireline Pumpdown Supervisors and Operators

Full-time in Grande Prairie

- Valid Class 3 Driver's License with Clean Driver's Abstract
- Valid H2S Alive and First Aid certifications
- 5+ years experience in a wireline pumpdown supervisory role for supervisory positions only

Eline Supervisors and Operators

Full-time in Grande Prairie

- Valid Class 3 Driver's License with air brake endorsement and clean driver's abstract
- Valid H2S Alive and First Aid certifications
- Must reside in Grande Prairie and area

Oilfield Labourers

Full-time in Grande Prairie

- Valid Class 5 Driver's License with Clean Driver's Abstract
- Safety tickets are an asset; however company will help obtain safety tickets if not completed
- Reside within Grande Prairie area

OILFIELD & TRADES

Wireline Operators and Supervisors

Full-time in High Level

- Valid Class 3 Driver's License with driver's abstract
- Valid Oilwell Blasters Permit/PAL
- Basic mechanical and electronic knowledge skillset
- Must be approved by Service Canada to work with explosives
- Valid First Aid, H2S Alive and CSO certifications

Day / Night Supervisors and Senior Operators

Full-time in Grande Prairie

- Valid Class 3 Driver's License
- Valid H2S Alive and First Aid certifications

CONSTRUCTION & LABOUR

Event Transport Drivers

Full-time in Edmonton

- 3+ years large vehicle (2 ton or more) truck driving experience
- Valid Alberta Driver's License with Clean Driver's Abstract
- Clean Criminal Background Check
- Physically fit with the ability to perform repetitive moderate to heavy lifting tasks
- Ability to interpret documents such as operating and maintenance instructions or procedure manuals
- Strong mathematical and mechanical aptitude
- Computer literate individual with strong communication skills

Security Guards

On-Call/Casual in Fort McLeod and Provost

- Valid Alberta Basic Security Training (ABST) License
- Acceptable criminal record and clean vulnerable sector check
- Day, night and overnight shifts available
- Some positions require proof of COVID vaccination

**NORTHERN
ALBERTA**

CONSTRUCTION & LABOUR

NORTHERN ALBERTA

Experienced Heavy Equipment Operators and Labourers

Full-time, Seasonal in Edmonton and Fort McMurray

- Valid First Aid, CSTS and Ground Disturbance II certifications
- GPS Knowledge
- If applying for heavy equipment operator positions, emphasize on individuals with experience on graders, dozers, hoe, scrapers, rock trucks and packer operators

Wash Car and Generator Towing Operator

Full-time in Fort McMurray

- Minimum valid Class 3 Driver's License with clean abstract
- 3+ years experience with up to 18 speed manuals, operating tilt decks, mine driving and winching (towing on and off roads)
- Load securement and transportation knowledge
- Valid WHMIS, CSTS and OSSA, BSO or CSO certifications
- Proof of COVID vaccination OR willingness to complete COVID rapid tests when required

EDUCATION & CHILDCARE

Computer Facilitator

Contract in Elk Point

- Initial teaching conducted with individual in-person and can later switch to online if agreed between individual and teacher
- Teaching will focus on basic computer skills such as internet browsing, email management, word-processing, spreadsheets, presentations, etc.

WESTERN CANADA

HEALTH & WELLNESS

Emergency Medical Responder (EMR)

Full-time in various locations across Western Canada

- Must be able to work away from home for extended periods of time, long hours and able to work day and night shifts on site
- Must be computer proficient and use Microsoft Office Suite
- Minimum Class 5 Driver's License with Clean Drivers Abstract
- Valid Standard First Aid with CPR/AED Level C, H2S Alive and CSO certifications
- Active Alberta College of Paramedics (AB), Saskatchewan College of Paramedics (SK), or EMA (BC) Registration
- Proof of COVID vaccination OR willingness to complete COVID rapid tests when required

OILFIELD & TRADES

Safety Watch

Full-time in various locations across Western Canada

- Physically fit
- Strong written and verbal communication skills
- Valid Standard First Aid with CPR/AED Level C, H2S Alive and CSO certifications
- Proof of COVID vaccination OR willingness to complete COVID rapid tests when required

Journeyman Welder

Full-time, Contract in various locations across Western Canada

- Provide your own welding rig/truck
- Certified Journeyman Welding Ticket
- Previous experience in structural steel welding
- Ability to lift at least 50 lbs and comfortable with heights with proper safety restraints
- Valid Fall Protection and Aerial Work Platform Certifications
- Ability to work away from home Monday to Saturday and overtime when required

Tutors and Instructors

Full-time & Part-time Virtual Positions

- Undergraduate or graduate education (instructor only)
- Excellent communication skills
- Skilled at analyzing student difficulties and developing solutions
- Flexible schedule

Bookkeepers

Full-time & Part-time Virtual Positions

- Basic theory and knowledge of accounting/bookkeeping systems and processes
- Accounting/Bookkeeping software certification (such as Quickbooks or Simplify Accounting)

VIRTUAL