

----- Employment Opportunities -----

Chip Haulers based out of Merritt - **Sutco Contracting Ltd** - is currently looking for Chip Truck Drivers based out of Merritt to join our team. Sutco offers extended health/dental coverage, and a company matched contribution pension plan. Preference is US Qualified with two years chip hauling experience pulling Super B's in the Mountains in all weather conditions. This position requires a full time commitment working on a rotational shift. ** Sutco is willing to train the right candidates** Sutco remains family owned and operated, and proudly serves all of North America using the same determination, values, and work ethic it was founded on over 20 years ago. Sutco's team prides itself on providing a friendly and safe work environment for all Sutco employees and realizes its employees are by far its biggest and most crucial asset required for continued success. Sutco is an equal opportunity employer and we welcome all applications.

Required experience:

- Chip Hauling: 2 years
- Winter Mountain Driving: 2 years

Required license or certification:

- Class 1 Drivers License, Clean Abstract

We appreciate all those who apply, but only those contacted will be considered. Please apply on line at sutco.ca / by Fax at 250 357 2009 or by email. * Apply on INDEED.COM

Cook / Housekeeping / Guest services positions & Caretaker Positions available at **Corbett Lake Lodge Ltd.** - Merritt, BC. Corbett Lake Lodge is now hiring staff for 2017: guest services , including reservations and administrative work; food and beverage, including chef/cook and servers; year round caretaking and maintenance with accommodations available for this position; and house-keeping for cabins and lodge. For the year round caretaker position, (can be a single person or a couple), experience is required with knowledge of general maintenance, (plumbing, carpentry, repair of equipment and boats), and grounds keeping, a true 'handy person' . Experience in a fishing resort/ hospitality setting is an asset. For the chef/cook position, experience required and the ability to handle small banquets up to 80 persons, working with and under the supervision of the Manager/ Chef. This position will be combined with other duties. For all other positions, experience is an asset but training and mentoring will be provided. In all cases, a desire to work successfully as a team member, flexibility to meet the changing demands in a hospitality setting, outstanding communication and interpersonal skills, and a commitment to providing our guests with the best service and experience possible are the most important attributes you can bring to Corbett Lake. We are a small resort and all staff will be asked to assist in all areas if and when needed. Compensation will be discussed based on experience. Tip pool available to all employees. Valid driver's licence required and able to provide own transportation to and from work. Please reply with a resume and include dates of employment and references. Come and join us at lovely Corbett Lake Lodge! www.corbettlake.ca

Pet Valu - Merritt, BC is seeking a full-time **Pet Sales Associate**. What you get: Staff Discounts , Retail Training , Competitive Wage, Paid Benefits, Pet Care Knowledge & Flexible Scheduling.

What you do: Help pets, customers, and the broader pet community / Work with pet lovers.

What you bring: Flexibility and Enthusiasm for learning growth in pet care industry. **Apply on INDEED.COM**



Tim Hortons, Merritt BC—Flexible hours, competitive wages, all shifts available. Please email resume and availability to: merritt@teamtims.ca

ASETS Career Search Workshops with Sally Grant, ASETS Outreach Worker, coming to Merritt soon!

The Career Search Workshops are an open, self paced series, and no registration is required.

Internal/External JOB POSTING

The Shuswap Nation Tribal Council is seeking an **Administrative Assistant (Term Position)**.

The Administrative Assistant will be reporting to the ASETS Program Director. **Wage:** Salary Grid Level Tier Two

POSITION PROFILE: Reporting to the ASETS Program Director, the Administrative Assistant is based out of the Kamloops office. The successful candidate will be part of an Employment and Skills Development Services team and will work directly with the Program Director to support the delivery of services to the Central Interior. Specifically, you will be the first point of contact for the entire Aboriginal Skills Employment and Training Strategy office and outreach staff. This will involve responding to requests from Outreach, ordering supplies, completing payables, maintain the email server, assisting Program Managers with hiring staff (accepting applications, scheduling interviews and conducting reference checks), managing the payables for office rentals, child care agreements, purchases and keep track of filing, financial statements and Service Canada Agreement and assisting with set-up of emails and business cards for ASETS staff. Travel may be required to serve the outreach offices within the ASETS Central Interior Region so a valid BC Drivers' license and reliable vehicle are required. The candidate must be able to provide three (3) work related references. The successful candidate will be required to undergo a criminal records check for Security Screening Certificate for LMDA Access and Requirements. This is a term position ending March 31, 2017 based on a 35 hour work week, Monday to Friday.

QUALIFICATIONS/EXPERIENCE: Valid BC Driver's license and reliable vehicle / Training in Accountability and Resource Management System (ARMS) or willing to learn. / Completion of Computer Courses MS Word, Excel, Outlook, and working knowledge of Microsoft Publisher and Power Point. / Certificate in Administration and/or combined experience.

STANDARDS OF SERVICE:

1. Maintains confidentiality of professionally acquired information.
 2. Provides service in non-judgmental and in a culturally sensitive manner.
 3. Is accessible, accountable, cordial and responsive in all manner of communications for the SNTC.
- Presents themselves professionally in the workplace and when conducting business for the SNTC; keeping in mind at all times s/he represents the SNTC in a manner of professionalism and integrity. **Must be familiar with the Nations within the Central Interior ASETS Service Area.

SPECIFIC RESPONSIBILITIES:

1. Providing administrative support to Program Managers.
2. Gather information from Outreach Offices and reports.
3. Coordinate interviews and prepares workshops as required.
Complete Section 25 LMDA checks for ASETS Staff.

CLOSING DATE:

In accordance with the SNTC Human Resource Policy, first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We invite applications to be submitted to the Shuswap Nation Tribal Council attention to the **Program Director, ASETS**, no later than **Friday, January 20, 2017 at noon**.



We invite you to submit your Cover letter, Resume, with 3 references and salary expectations by fax, mail or email to the following: 680 W Athabasca St. Kamloops, BC V2H 1C4
Facsimile: 778-471-5804 / Email: directoraset@aset.org

Merritt ASETS Employment Counsellor: Deloris Charters Email: merrittec@aset.org
Merritt ASETS Administration Assistant email: merrittadmin@aset.org

LNIB Employment Opportunities

Executive Director / Band Manager—The *Lower Nicola Indian Band*, located in Merritt, British Columbia, is seeking an Executive Director to oversee day to day operations of programs and services for the benefit of community members. Bring your strong leadership, operational, and financial management expertise to an organization located in a dynamic small city with a good quality of life within a few hours' drive of Vancouver. If you want to make a difference in the life of community members, enjoy participating in community events, are able to build strong relationships of trust, as well as have pragmatism and a sense of humour, we encourage you to apply.

Reporting to Chief and Council, the Executive Director is responsible for the overall management of the Lower Nicola Indian Band. In conjunction with Chief and Council, the Executive Director develops objectives for the LNIB, and delivers effective policies, programs and services.

Areas of responsibility: Acts as a resource to Chief & Council, providing advice and recommendations to ensure sound decision making / Provides leadership, management and direction to all Department Managers to ensure effective program and service delivery / Builds and communicates a strong vision for the growth and development of staff / Plans, organizes, controls, reports and evaluates management systems, policies and operating systems / Manages the overall operating and capital budgets in conjunction with the Finance Manager / Liaises with various government representatives, agencies, industry leaders and business managers to further the goals and objectives of the Lower Nicola Indian Band.

Qualifications & skills: A degree in business, public administration, First Nations governance, or related subject, supplemented by 3-5 years of senior management experience in a First Nations administration, or an equivalent combination of education and experience / Familiarity with the funding agencies, legislation, culture, title and rights, and traditions in a First Nations environment / Real estate acquisition and development experience would be an asset / Experience managing programs and projects involving staff and community members would be an asset / Excellent organizational skills / Exceptional communication skills, including the ability to listen well / Strong problem solving skills and decision making ability / Strong leadership and team development ability / The ability to adapt, undertake multiple tasks and respond to changing priorities / Strong computer skills using Microsoft Office / A criminal records clearance will be required / Must hold a drivers' license.



Please forward your cover letter and resume, quoting "Job 003" by January 25, 2017, to
PeopleLink Consulting Inc.
OR apply online at INDEED.COM

Clerical Assistant, Lower Nicola Indian Band, - Merritt, British Columbia. Education: College, CEGEP or other non-university certificate or diploma from a program of 1 year to 2 years. Experience is an asset. Knowledge of business equipment and computer applications including MS Access; MS Excel; MS Windows; MS Word; MS Outlook required. Additional Skills: Community and social services; Liaise with departmental and corporate officials and with other organizations and associations. Specific Skills: Type and proofread correspondence, forms and other documents; Sort, process and verify applications, receipts and other documents; Label, file and retrieve documents; Photocopy and collate documents for distribution, mailing and filing. Security and Safety: Criminal record check. Work Conditions and Physical Capabilities: Tight deadlines. Personal Suitability: Effective interpersonal skills; Accurate; Excellent oral communication; Excellent written communication; Dependability; Reliability; Organized. Apply by e-mail: bridgetl@lnib.net / By fax: (250) 378-9137 or in person: 230 Highway 8, Merritt, British Columbia, V1K0A7 between 8:30 - 4:30



Community Health Nurse, Lower Nicola Indian Band, - Merritt, BC. Licensure as a Registered Nurse by provincial or territorial authorities required. Experience an asset. Work Setting is in a public or community health centre. Security and Safety Clearances required: Medical exam, Immunization records documentation, Tuberculosis test, Criminal record check, confidential security clearance AND Basic security clearance.

Own Tools/Equipment required: Computer; Printer; Internet access; Cellular phone and valid driver's licence

Work Conditions and Physical Capabilities: Fast-paced environment; Work under pressure; Manual dexterity; Attention to detail; Sitting; Bending, crouching, kneeling; Large workload; Tight deadlines; Overtime required

Personal Suitability: Effective interpersonal skills; Flexibility; Accurate; Team player; Excellent oral communication; Excellent written communication; Client focus; Reliability; Organized

Apply by e-mail: bridgetl@lnib.net

By fax: (250) 378-9137

In person: 230 Highway 8, Merritt, British Columbia, V1K0A7
Between 8:30 - 4:30

Job Location: 181 Nawishaskin Lane

***FOR DETAILS ON THE JOB, LOOK ONLINE AT bcjobs.ca**

Merritt ASETS Employment Counsellor: Deloris Charters Email: merrittec@assets.org
Merritt ASETS Administration Assistant email: merrittadmin@assets.org

JOB POSTINGS

Interior Community Services is looking to hire **a part-time Community Support Worker** for our Community Inclusion program in Merritt, BC. This role provides individual one on one support to clients with developmental disabilities in areas including community inclusion, accessing community resources, emotional support and life skills development. **Responsibilities may include:** Providing support in daily life skills including physical, vocational, recreational, social, and emotional development. / Assisting clients to integrate in the community and to achieve the greatest degree of independence and quality of life possible. / Assisting clients with activities, shopping, errands, household cleanliness and food preparation. / Performing personal/hygiene care depending on client needs. / Transporting participants. **Required Education, Training and Experience:** Education Assistant and/or Community Support Certificate or related certification and recent related experience supporting and assisting persons with physical and developmental disabilities. *Or a combination of education, training and experience. / Valid Class V driver's license, safe driving record (abstract) and reliable transportation with Business Use and 5 million liability insurance is required. / Current CPR-C certification. / Non –Violent Crisis Intervention (CPI) and Suicide Intervention (ASIST) training will be provided.

Required knowledge, skills and abilities: Demonstrated knowledge and ability to interact effectively and support individuals with physical and developmental disabilities / Strong experience providing life skills support and development / Strong ability to recognize, analyze and deal effectively and proactively with aggressive behaviours / Strong ability to handle crisis situations effectively / Ability to work effectively independently and as a strong member of a team / Good communication, documentation, interpersonal and conflict management skills / Ability to work co-operatively and effectively with other professionals, co-workers and supervisors / Strong ability to set boundaries / Strong ability to problem solve.

OTHER: This position is 30 hrs per week / The pay rate starts at \$16.81 per hour / Successful applicants must provide satisfactory supervisory references and satisfactory criminal record checks (both RCMP and Ministry of Justice Vulnerable Sector). Apply by Jan 23, 2017 / Phone: 250-376-3660 / Fax: 250-376-3040.

Email: careers@interiorcommunityservices.bc.ca
Website: <http://www.interiorcommunityservices.bc.ca/>



Paladin Security Group is hiring **(3) Security Guards** – Paladin Security Group is the security company of choice amongst some of the most respected institutions in the country, protecting the public and government facilities. We are committed to offering the best employment and career development opportunities in the security industry because we want the very best and brightest people our industry has to offer.

TYPICAL DUTIES & RESPONSIBILITIES: Patrol assigned area on foot or by vehicle, as assigned, to ensure personal, building, and equipment security. Watch for and report irregularities, such as security breaches, facility and safety hazards, and emergency situations; contact emergency responders, such as police, fire, and/or ambulance personnel, as required. Utilize two-way radio and computer applications for communicating site activities. Sustain effective relationships with key stakeholders. Education Requirements: High School Diploma/ GED

APPLICATION DETAILS: All interested applicants are encouraged to apply online at www.paladinsecurity.com/careers. Only those applicants who are short-listed will be contacted for an interview. Benefits: Medical Insurance, Dental Insurance / Screening Requirements: Criminal Background Check / This job reports to the Client Service Manager / This is a Full and Part-Time position 1st Shift, 2nd Shift, 3rd Shift, Weekends. / Relocation is not provided and travel is not required. Number of Openings for this position: 3

DOUGLAS LAKE CATTLE COMPANY - Douglas Lake, BC \$10.85 an hour - (4) **Temporary / seasonal irrigation crew workers** to join us here on the ranch from April - October 2017. We require that individuals have a background in agriculture with some irrigation and farm experience (minimum 1 year) with a willingness to learn new skills. Must be physically fit to be outdoors all day with lots of walking through tall grass/crops. As part of our irrigation crew, you would be required to operate equipment such as pick up trucks, irrigation pivots, hand lines, water pumps and be familiar with irrigation techniques. You would be required to work 10 - 12 hours per day, 5 days per week, weekends off (approx. 60 hours/week). Approx. 26 weeks of employment offered. Hourly rate: \$10.85 / We provide all meals and single accommodations free of charge. Applicants must have a valid drivers license. Salary: \$10.85 /hour / Required experience: Farming: 1 year—**Apply online via INDEED.CA**

Aboriginal Skills Employment & Training Strategy

WHAT WE DO AT ASETS:

ASETS is committed to helping clients enter into the workforce or explore and discover a new career path. We have dedicated staff who offer support and the following: Employment counselling; self-directed job search; industry training; essential skills assessments; academic assessments; funding for training; funding for job starts.

LOOKING FOR WORK??

Our Employment Counsellors work with clients to explore their employment options and develop return to work action plans. This process can include several approaches such as: Job search skills; career decision making; resume writing; employer connections and skill development. ASETS also offers job boards; computers for clients; telephone; resume printing and labour market information.

LOOKING FOR TRAINING?

If clients require training or re-training to enter the workforce, our staff may be able to help access funding to begin a new and exciting career path. WE can provide funding for the following occupational training: Industry recognized certification; certificate and diploma programs and trades foundation training.

IN-HOUSE INDUSTRY TRAINING PROGRAMS:

Various programs are offered throughout the year and are based on industry demand such as: Construction; Oil & Gas; Landscaping, etc.

For further information, call the Merritt ASETS office: 250-378-0126.



Merritt ASETS distributes updated job opportunities weekly every Monday through this job bulletin!

For further information on the jobs posted, please come in to the Merritt Aboriginal Skills & Employment Training Strategy office at 2051-D Voght Street, Merritt BC and take a look at the ASETS JOB BOARD. Would you like to develop an action plan for getting back to work? OR Do you need help with a resume? Contact Deloris Charters, Merritt ASETS Employment Counsellor at 250-378-0126.

If the job is online, you might find it on **Indeed.com** Indeed enables you to search jobs posted on 1,000's of web sites. Employers also post jobs directly on Indeed.



SERVICE CANADA

Do you need to get your Social Insurance Number?

The schedule for Merritt Outreach Dates for SERVICE CANADA at SERVICE BC MERRITT is:

Thursday, January 26 2017 From 9:00 am to 3:30 pm
Thursday, February 09 2017 From 9:00 am to 3:30 pm
Thursday, February 23 2017 From 9:00 am to 3:30 pm

You can also file your record of employment (ROE) and file for unemployment insurance. Located at the Rail Yard Mall

KEEP CALM AND REDO YOUR RESUME

DID YOU KNOW?

That potential employers ACTUALLY "CALL" your REFERENCES?
** Make sure your references are up to date on your RESUME **