

Aboriginal Skills & Employment Training Strategy Job Bulletin - Monday, March 27, 2017

ASETS - Merritt, BC – Phone 250-378-0126

Merritt ASETS is open Monday—Friday, 8:30 am—4:30 pm (closed for lunch 12pm-1pm)



- Merritt Employment Opportunities -

Casual Home Support Worker—Upper Nicola Indian Band. Full details posted in Merritt Herald and on the ASETS job board. Apply by email by March 31, 2017 to: health@uppernicola.com.

Server / Bartender - Stoney Lake Lodge - Merritt, BC. Please apply on INDEED.COM

Front Desk / Reception—Join our team at the world famous Salmon Lake Resort on The Douglas Lake Ranch! We are now accepting resumes for our fulltime seasonal position of Front Desk Reception / Resort Services. Apply online through INDEED.COM

Barista required at Starbucks in Merritt, BC. (Store# 04826, on 3623 DeWolf Way. Apply on line at Starbucks.

Cashier required at WalMart in Merritt, BC. Apply online through INDEED or the WalMart website

Assistant Manager—Extra Foods Gas Bar
Salary: \$23.00 - \$26.00 Hour / Full Time, Permanent.
Start Date: As soon as possible / Apply by mail: PO Box 1211, Grandforks, BC V0H 1H0

Finance Assistant, Kanaka Bar Finance Department - Lytton, BC. No deadline. Immediate vacancy.

Payroll Clerk, Kanaka Bar Finance Department -Lytton, BC. No deadline. Immediate vacancy.

Kitchen Helper/Dishwasher, Garden Sushi - Merritt, BC. Part-time. Must be available to work lunch or dinner time. Experience in F&B Industry will be a great asset. Must be a hard worker / Fast learner. Please reply with your resume & availability or apply in person. Thank you.

Part / Full time Servers required at The Garden Sushi Restaurant in Merritt. Apply in person at Garden Sushi on Nicola Avenue.

Please apply with your resume & availability or apply in person.

Thank you

ASETS

ABORIGINAL SKILLS EMPLOYMENT
& TRAINING STRATEGY

Processor, Heavy Duty Mechanic and Logging Truck Drivers required—BAR S Ventures is looking for a full time processor operator, a heavy duty mechanic and logging truck drivers to join our hard working team of individuals. Company is based out of Merritt, however we work in both Merritt & Princeton areas. Apply by March 31, 2017. Contact: SHELLEY STEWART by phone: 250-319-1615 or Email: srstruckingltd@gmail.com

Casual and Holiday Relief Cook required at the Florentine in Merritt, BC. We are a small seniors home with all levels of care. Must be able to work independently. Competitive wages. Seeking to fill a position immediately. Apply in person or via email. Florentine 4100 Bellshaw st, Merritt, BC or email: kitchen@theflorentine.ca

Office Administrator—Dairy Queen Restaurant / Salary: \$24.00 Hour, Full Time, Permanent. Apply by email: dairymerritt@gmail.com

Cashier/Customer Service - Lordco Parts Ltd, Merritt, BC. Part time entry level position. Apply online: <http://www.lordco.com/job-application/>

All positions, all shifts! - Tim Hortons, Merritt BC. Apply online.

Chip Haulers based out of Merritt, BC with Sutco Contracting Ltd. Please apply on line at sutco.ca, or by Fax at 250 357 2009 or by email (see website for email address)

Grocery Clerk at SAVE ON FOODS, Merritt, BC. Apply on Indeed.com or at: <http://www.saveonfoodsjobs.com/jobs/6505127>

**ALL JOBS LISTED HAVE
FULL JOB POSTINGS AVAILABLE
on the "Job Board"
at the Merritt ASETS Office at
2015-D Voght Street
(In the same building as Kekuli Café).**

Merritt ASETS Employment Counsellor: Deloris Charters Email: merrittec@assets.org

Merritt ASETS Administration Assistant email: merrittadmin@assets.org

Full Time Administrative Assistant— Lower Nicola Indian Band Economic Development Dept. Tentative start date: April 10, 2017. Wage depends on Experience. Reports to Director of Lands and Economic Development.

Summary of responsibilities: To provide clerical support and file maintenance for the Economic Development department.

Required knowledge, skills and abilities:

- ◆ Must demonstrate solid interpersonal communication skills
- ◆ Administration, time management and organizational skills
- ◆ Problem solving skills and multi-project management required
- ◆ Liaise effectively with various government agencies and organizations
- ◆ Class 5 Driver's license and reliable vehicle
- ◆ Computer fluent in Microsoft products including Word, Excel, Outlook and Access software.
- ◆ Grade 12 diploma or equivalent plus 2 years' experience in similar environment or appropriate combination of education and experience with First Nation's organizations.
- ◆ Team orientated with a great work ethic, a self-starter and able to work independently.
- ◆ Ability and willingness to submit to a criminal record check.
- ◆ Ability to speak or willingness to learn the Nlaka'pamux language

Deadline to apply: March 31, 2017

Apply by mail to: Lower Nicola Indian Band, 181 Nawishaskin Lane, Merritt, BC V1K 0A7 or by E-mail: hr@lnib.net

Interested candidates should send a resume and cover letter complete with references, specifying the position you are applying for. Complete job description can be obtained by contacting the Lower Nicola Indian Band.

Thank you to all who apply, only qualified candidates will be considered.

****Full job posting on the LNIB Website****

Permanent Full time Administrative Assistant—LNIB Development Corporation. SUPERVISOR: Chief Operating Officer. WAGE: \$18.69 to \$24.62 per hour (\$35,000 to \$46,000 p.a.) dependent upon experience, knowledge, skills and ability. **CLOSING DATE:** Until filled

POSITION SUMMARY

Reporting to the Chief Operating Officer, or designate, the Administrative Assistant, as assigned and directed, provides secretarial, administrative, organizational and coordination support to the Chief Operating Officer. Position requires strong skills in: organizing, planning, focusing, prioritizing and personal interaction.

DUTIES AND RESPONSIBILITIES—Duties and responsibilities will be diverse and vary according to duty assigned. Sample of range: Conduct administrative activities and engage in administrative processes to support the LNIOBDC COO and Board of Directors and/or company Managers member or task(s) assigned, which include: Manager, Project Coordinator, Treaty and claim negotiations. Complete a range of administrative duties, such as: Liaising with other LNIBDC companies, and or LNIB Government departments e.g. Finance; tracking invoices and receipts; preparation of PO's; preparing updates for COO and Board. Minute-taking, recording, transcribing, and providing action items lists and follow-ups for next meeting. Coordinate travel requests and reconciliations. Other administration and LNIBDC duties as defined and or requested. The successful candidate will be a key member of the team and will have demonstrated that they are reliable, accountable, diplomatic, and organized.

EDUCATION, SKILLS SETS AND EXPERIENCE: Completion of Grade 12 with a post-secondary degree in administration courses and experience working with First Nations and/or an equivalent combination of education, training and experience working in an administration position with First Nations. Proven experience in office planning and organizing. Strong computer skills are essential, including in MS Office (Word, Excel, PowerPoint). Experience with website editing is desirable. Excellent communication skills and problem solving is an asset. Ability to balance duties, self-motivated and transition between tasks and duties as required and work diligently with minimal supervision is required.

CONDITIONS OF EMPLOYMENT: Class 5 drivers license and a Criminal Record Check.

APPLICATION PROCESS: To submit a resume contact: COO at s.maloney@lnibdevcorp.com

We thank all those who apply but only those who are being considered will be contacted.

****Full job posting on the LNIB Website****





ORIENTATION

FOR BASIC SECURITY TRAINING

(To be delivered – April 24 – 28 and May 1 - 5, 2017)

If you are interested in taking the BST course, please attend this orientation for valuable information on what this course has to offer!!

Date: April 03 / 2017

Place: Merritt Civic Centre, Rm. #2 - 1950 Mamette Ave. Merritt BC

Time: 12:30 pm – 2:30 pm

****** Lunch provided ******

Topics Include:

- Application/Registration
- Criminal Record Check
- Finger Printing
- Drug and alcohol testing and other on-site requirements
- Course outline
- Construction schedule
- Preferred employment list
- Employment strategies
- Possibility for further training
- Responsibilities in applying, obtaining and renewing your license
- H2S Awareness, Confined Space Awareness

For information about the Orientation Session for the Basic Security Training, call 250-376-0903(accepts collect) or email to sces.tradeproj@shaw.ca

Canada



BRITISH
COLUMBIA

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through the Canada-British Columbia Job Fund.*



TRANSMOUNTAIN

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!**



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

Merritt Aboriginal Skills & Employment Training Strategy

Office Hours:

**8:30 am—4:30pm
Monday—Friday**

CLOSED for lunch:

12:00—1:00 pm

The Merritt ASETS office is located at
2051-D Voght Street, Merritt BC.

Phone: 250-378-0126

Email: merrittec@assets.org

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, April 13 2017 from 9:00 am to 3:30 pm

Thursday, April 27 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
(2194 Coutlee Avenue, Merritt, BC)