

EMPLOYMENT OPPORTUNITIES

CAESARS LIQUOR Store now hiring F.T. Cashier. Greet customers, operate cash register, pack customer purchases. Can speak & write English. Experience an asset. \$11.11/hour, 40 hours/week. Please send resume to Annie Giesbrecht, Box 725, 9902-100 Ave, High Level, AB, T0H 1Z0. Email: anniegie@hotmail.com (February 1/2012)

YOUR DOLLAR Store With More now hiring F.T. Store Shelf Stockers. Price items, stock shelves with merchandise & perform general cleaning. \$11.61/hour, 40 hours/week. Can speak & write English. Training provided; Retail Supervisor. Supervise, co-ordinate & train staff, sell merchandise to customers, resolve problems, maintain inventory & order merchandise. \$15.48/hour, 40 hours/week; Warehouse Supervisor. Receive & check incoming merchandise, transfer merchandise to the store inventory & cleaning work area. \$15.48/hour, 40 hours/week. Supervisor position requirements: can speak & write English, Secondary School & one year experience in a retail store. Please send resume to Laurie Nason at Box 750, 9915-100 Ave, High Level, AB T0H 1Z0. email lnason@telusplanet.net Fax: 780-926-5705. (February 1/2012)

DAYS INN now hiring F.T. Front Desk Clerks. Make room reservations, provide information & service to guests, receive payment for services. \$12.09/hour, 40 hours/week. Can speak and write English. Willing to be trained. Please send resume to Celine Morad at 10101-96 St, Box 1050, High Level, AB, T0H 1Z0. Fax 780-926-5006. Email: info@daysinnhighlevel.com (February 8/2012)

DAYS INN: Now hiring F.T. Accommodation Service Manager. Supervise all guest needs. Involved in Sales and Promotion strategies. \$15.00/hour, 40 hours/week. Can speak and write English with college diploma in Management. Several years of experience within the accommodation industry. Please send resume to Celine Morad @ 10101-96 Street, High Level, AB T0H 1Z0 Fax (780) 926-5006 email: info@daysinnhighlevel.com (Feb. 1/2012)

BEST WESTERN Mirage Hotel & Resort now hiring F.T. Housekeepers. Clean rooms, disinfect bathrooms, change bed sheets & general cleaning. \$14./hour, 40 hours/week. Can speak English. Training provided; Food & Beverage Servers. Greet customers & present menu, take & serve customer orders, present bill to cusomters. \$9.92/hour, 40 hours/week. Can speak & write English. Training provided. Please send resume to Mark Morad at Box 1050, 9616 Highway 58 East, High Level, AB, T0H 1Z0. Fax 780-821-8300. Email: info@bestwesternhighlevel.com (February 1/2012)

Employment Opportunity

High Level Valu Drugs has a full-time position available in the **Receiving Department**.

Applicant must be proficient with computers. Competitive wages and benefits package. Experience an asset. Training available. *Position will remain open until a suitable candidate is found.*

Submit resume to Jan or Cheryl in person at Valu Drugs or fax to 780-926-2334.

TOLKO

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Admin/Accounts Payable Assistant
High Level, AB

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- ▶ Competitive Compensation packages
- ▶ Growth and development opportunities
- ▶ Sustainable business practices

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Apply today at www.tolko.com



Beaver First Nation Employment Opportunities

Beaver First Nation is accepting resumes for the following positions:

Health Director Assistant Receptionist Part-time Water Truck Operator

If interested, please send resume along with cover letter outlining your areas of expertise pertaining to the position you are applying for. Also include references and copies of credentials.

Fax: 780-927-4064
Email: ElvieS@BeaverFirstNation.ab.ca



Mennonite Mutual Insurance Co. (Alberta) Ltd.
Mennonite Insurance Agency Ltd.

Career Opportunity:

Mennonite Mutual Insurance Co. (Alberta) Ltd. has the following employment opportunity available in their La Crete office:

Insurance Representative – Full time

The successful candidate will have a desire to serve and will demonstrate good interpersonal skills and an attention to detail, along with being a solid team player. Our strong customer focus will see you working in the Personal Lines and Farm insurance team. Duties include assisting with all aspects of customer service for property and casualty insurance risk underwriting including data entry. Insurance experience is not required. Training will be provided by the company, and through recognized insurance industry courses. Computer skills are required, and preference will be given to candidates with a Grade 12 education or higher.

Mennonite Mutual Insurance is an Alberta company that supports the mutual aid ministry of its member churches. The company is guided by a vision statement which is based on Galatians 6:2: "Bear one another's burdens, and so fulfill the law of Christ". MMI provides property, liability and auto insurance for homes, farms and businesses.

Resumes should be directed to Estelle Besserer by:
Email: ebesserer@mmlab.ca
Phone: 1-866-222-6996
Fax: 1-866-671-6733



Competition Number:
201201-006

PEACE WAPITI SCHOOL DIVISION NO. 76 Invites applications for Administrative Position (Principal) Effective the 2012 – 2013 School Year

Principalship at Savanna School

Savanna School is located 143 KM Northwest of the City Grande Prairie, Alberta.
The school has a student population of approximately 95 students K-12.

Qualifications

- A Bachelors Degree in Education
- Experience and or graduate work in Administration would be considered an asset
- Experience and or a willingness to assist with extra-curricular activities
- Able to meet outside of school hours
- Able to work as part of a team

Interested applicants should apply with a full resume package no later than 4:00 pm Tuesday February 21, 2012:

Human Resources Department
PeaceWapitiSchoolDivision No. 76
8611 A – 108 Street
Grande Prairie, Alberta T8V 4C5
Fax: (780) 532-4234
Email: resumes@pwsd76.ab.ca

Only candidates receiving interviews will be contacted.
Please be advised that a current RCMP Criminal Records Check MUST be presented as a Condition of Employment



Beaver First Nation Employment Opportunity

Social Development Administrator Full-time Position

Description: Will assist with the overall operations, including the planning, organizing and budgeting, full time hours. Position requires an experienced, knowledgeable individual to maintain the Beaver First Nation's Social Assistance Program.

Qualifications:

- A University level of Social Work education or comparable training/experience in Social Development on a First Nation.
- Strong financial and administration skills
- Experience with Simply Accounting and other computer programs.
- Knowledge of the Social Development policy
- Knowledge of Band programs and all funding agencies.
- Good interviewing techniques
- Have initiative and judgement, confidentiality is imperative.
- Have a good understanding of First Nation culture.

Interested applicants can send resume along with cover letter outlining your areas of expertise pertaining to this position as well as three references and copies of credentials to:

Fax: 780-927-4064
Email: ElvieS@BeaverFirstNation.ab.ca

Arnold Enterprises is HIRING! Swampers & Labourers

Experience not necessary, will train.
Please fax resume to 780-926-2255

Employment Opportunity Kitchen Helper Wanted

Full-time position. \$11.50/hour
Submit resume to Matt's Pizza located at 10009-100 Avenue, High Level

EMPLOYMENT OPPORTUNITIES

COMMUNITY SERVICES Mackenzie Crossroads Museum & Visitors Centre Assistant

Wage Scale: \$16.26-\$18.67/hr

One (.5) part time TERM position, 20 hrs/week for 7 months, for a responsible and self motivated individual for the position of **MUSEUM & VISITORS CENTRE ASSISTANT** commencing immediately. Reporting to the Supervisor of the Museum & Visitors Centre the Assistant will be responsible for the ongoing daily operations, services and programs at the Centre, including: providing information, contact, referral and literature to the public in a courteous professional manner (must be familiar with services and amenities available in High Level and area), processing sales of promotional items, and ensuring accurate handing of funds. The Assistant will assist in maintaining all operational aspects of the facility on a daily basis, including physical maintenance of building and grounds and security notifying supervisor of problems. This includes but is not exclusive to light housekeeping. This position is ideal for someone who is creative, flexible, enjoys variety and the public. Submit resumes with at least 3 references to...
TOWN OF HIGH LEVEL, 10511 – 103 St. High Level, AB T0H 1Z0. Fax 780-926-2899 or email to: resumes@highlevel.ca or Submit to: Mackenzie Crossroads Museum & Visitors Centre, 10803-96 Street, High Level, AB T0H 1Z0. Fax 780-926-2814

DEVELOPMENT SERVICES Facilities Maintenance Technician (Power Engineer 5th Class)

Wage Scale: \$27.28-\$33.32/hr

One (1) full time permanent position, 40 hrs/week, for a responsible and motivated individual in the position of **Facilities Maintenance Technician** commencing immediately. This individual will be responsible for the ongoing and preventative maintenance and repair of Town of High Level owned or leased facilities. Facilities include but are not limited to the Aquatic Centre, Airport, Arena, Museum, Town Hall, Public Works Shop and Water Treatment Plant. This position is also responsible for the Power Engineering requirements of the Town of High Level and oversees the operation of all municipal heating plants up to a capacity of 3000 kW. Interested applicants please request a complete AD & Job Description available from the Town Office 780-926-2201 or on the website www.highlevel.ca under "Employment Opportunities"

**THE MACKENZIE REGIONAL WASTE
MANAGEMENT COMMISSION**
Has a challenging employment
opportunity for a
Temporary Full-time Landfill Operator
At the Mackenzie Regional Landfill (2km west of High Level)
Commencing February 7, 2012

Reporting to the Manager, the Landfill Operator is responsible for the operation and maintenance of the regional landfill site. Relates with other municipal staff, provincial agencies, contractors and the general public, on matters with given authority and responsibility.

Requirements:

- Ability to operate heavy equipment
- Grade 12 Diploma or equivalent
- Own reliable transportation and Class 5 Driver's license
- Standard First Aid
- Well developed literacy and communication skills necessary for the comprehension, interpretation and communication of Alberta Environment requirements for the facility
- Proven ability to work alone under minimal supervision

Special Requirements:

Hours of work for this position are Tuesday thru Saturday 9:00a.m. to 5:00p.m., inclusive of a paid on-site ½ hour lunch break. The incumbent is required to work in conjunction with fellow workers operating heavy equipment and other duties on the site. The successful applicant may be required to pass a pre-employment physical and criminal record check, and provide a drivers' abstract, prior to being hired.

Applications shall include a Resume and Covering letter outlining why the applicant would like to work for the Mackenzie Regional Waste Management Commission and why the Commission should consider hiring the applicant for the position.

Job descriptions are available upon request.

For best consideration please submit your application by **Friday, February 3, 2012 by 4:00 p.m.** to:

Pat Sliworsky, Manager
Mackenzie Regional Waste Management Commission
Box 235
High Level, AB T0H 1Z0
Fax: 780-926-2899
E-Mail: psliworsky@highlevel.ca

The position will remain open until a suitable candidate is found. All applicants are thanked for their interest, however, only those who are interviewed will be contacted. All resumes, and personal information provided therein, will be handled in accordance with the Province of Alberta Freedom of Information and Privacy legislation.



Coalition for far Northwest Alberta
**BRIGHTER FUTURES
SOCIETY**
"Every child deserves a fair start in life."

**Program Coordinator (M/F)
High Level Head Start
(Maternity Position)**

Our Society is looking for a self-motivated person (m/f) to fill the position of Program Coordinator at our High Level Head Start program. This position will be 35 hours a week.

Major Responsibilities:

1. Deliver an early intervention program in cooperation with the Program Assistant.
2. Supervision over all aspects of the day-to-day operations of the program;
3. Organize monthly team planning meetings within the team.
4. Keeping accurate records of program delivery as required.
5. Maintains confidentiality of information relating to each child and its family.

Major Qualifications:

1. Child Development Worker certificate or willingness to obtain this upon commencement;
2. Responsible, well-organized, accurate, familiar and comfortable to work with computer programs such as e-mail, internet, Microsoft Word and Excel;
3. Team player is an absolute must;
4. Patient and caring;
5. Willingness to take initiative and ability to work independently;
6. Ability to build trusting relationships with parents and their children.

Letter of application should include:

1. A cover letter including current address and telephone number
2. A resume outlining educational background and prior work experience;
3. A listing of at least two recent employer references would be an asset;

A Criminal Record Check and a Child and Youth Information Module check are part of the application process.

Our Society offers a benefit package, RRSP, personal days, paid vacation and sick days.

Position will remain open until suitable candidate has been found.

Send letter of application to:
Coalition for Far Northwest Alberta
Brighter Futures Society
P.O. Box 1710
High Level, AB, T0H 1Z0
Fax: 780-926-3177
Email: cfnwAlbertabfs@hotmail.com



Coalition for far Northwest Alberta
**BRIGHTER FUTURES
SOCIETY**
"Every child deserves a fair start in life."

**Program Assistant
High Level Head Start
(Maternity Position)**

Do you like to work with children? Brighter Futures Society is looking for a motivated, child-oriented person for the position of Program Assistant in the High Level Head Start program. The goal of High Level Head Start is to provide a child-centered Head Start program for children 3 1/2 to 5 years of age. The Program Assistant delivers the program in cooperation with the Program Coordinator in the early intervention childcare program. This position will be 35 hours a week.

Major Responsibilities:

1. Assists in the day-to-day operations of the program;
2. Participates in monthly team planning meetings within the team.
3. Supervises daily bussing of the children and recreational activities of the children.
4. Maintains confidentiality of information relating to each child and its family.

Major Qualifications:

1. Child Development Assistant certificate or willingness to obtain this;
2. Team player and good communicative skills;
3. Patient and caring;
4. Ability to build trusting relationships with parents and their children.

Letter of application should include:

1. A cover letter including current address and telephone number
2. A resume outlining educational background and prior work experience;
3. A listing of at least two recent employer references would be an asset;
4. Recent Criminal Record Check and recent Child and Youth Information Module check are required.

Our Society offers a benefit package, RRSP, personal days, paid vacation and sick days.

Position will remain open until suitable candidate has been found.

Send letter of application to:
Coalition for Far Northwest Alberta
Brighter Futures Society
P.O. Box 1710
High Level, AB, T0H 1Z0
Fax: 780-926-3177
Email: CFarNWAAlbertabfs@hotmail.com



MACKENZIE COUNTY

Employment Opportunity SAFETY OFFICER

Mackenzie County is now inviting applications for a Safety Officer. Working out of our Fort Vermilion Office the successful candidate will be responsible for:

Responsibilities & Job Duties

- Provide Occupational Health & Safety education, training and awareness programs to staff;
- Promote safety in the workplace;
- Obtain and maintain a COR certificate for the County;
- Ensure all applicable OH&S regulations are enforced;
- Attend all County Health & Safety Committee meetings;
- Accurate record keeping, statistics and filing, as required;
- Respond to and investigate all near misses, incidents and accidents;
- Complete monthly and annual workplace site inspections;
- Any other duties as assigned.

Education & Experience

- Minimum Grade 12 education;
- Related Experience in Occupational Health & Safety enforcement;
- Valid Class 5 Driver's License;
- Occupational Health & Safety Certifications;
- Standard First Aid with Level "b" CPR;
- Knowledge of the County and Occupational Health & Safety Act, Regulations & Codes;
- Strong Oral and Written Communication Skills;
- Working knowledge of MS Word and Excel.

Salary Range: \$59,856 – \$72,578 per annum. The County offers a comprehensive benefit package.

Please submit resumes to:

Eileen Steuernagel, Human Resources
Mackenzie County
Box 640, Fort Vermilion, AB T0H 1N0
Phone: 780-927-3718; Fax: 780-927-4266
Email: hr@mackenziecounty.com



Guide Exploration Ltd.

HSE Advisor

This position is a field based position and will require regular travel throughout our operational areas as well as some trips to Calgary for occasional meetings.

As a member of Guide's Environment, Health and Safety Team, you will report to the Health, Safety and Environmental Manager in Calgary, you will work cooperatively with Guide's employees, consultants and contractors to:

- Protect the health and safety of employees, consultants, contractors and stakeholder relations
- Provide support, advice and facilitation for critical task evaluation, job safety assessments and hazard assessments. Monitor and improve processes and paperwork.
- Support field work – team HSE meetings and workshops
- Participate in and contribute to facility, lease and vehicle inspections – address and improve Guide's ERCB compliance record
- Lead or facilitate incident investigations
- Conduct field, worksite and contractor inspections and audits
- Ensure effective follow-up of recommendations that evolve from safety meetings, hazard identifications, incident investigations, inspections, audits etc.
- Align Guide policies procedures and guidelines with all regulatory bodies
- Conduct Guide safety orientations and training for supervisors and workers. Oversee CMDS training program and any additional development programs.
- Provide support for emergency response activities.
- Provide support for environmental activities
- Provide support for Pressure Equipment and Pipeline Integrity Plans and programs
- Liaison with all regulatory bodies
- Contribute to the continuous improvement of Guide's corporate safety program.

The successful candidate should reside in the High Level area. Ideally if the candidate had a CRSP or similar education for the position this would be considered an asset. A minimum of five or more years would be beneficial. If interested please submit a resume to resumes@guidex.ca.

If you share our passion for quality at every level - in the work we do, in the products we sell, and the people we work with - then Viterra is the place for you.

Sales Representative, Agri-Products High Level, Alberta

We are looking for a sales minded individual to be accountable in maintaining and developing a customer base in a geographical area in marketing agri-product services and grain deliveries. This position is responsible for a client base within a defined area to meet and exceed area sales, financial and operating targets. Excellent communication and analytical abilities are a requirement of this position.

To qualify, you will have a Grade 12 or recognized equivalent, supplemented with successful completion of Certificate in Agriculture, Agri-Business Certificate, or equivalent post-secondary education. Equivalent combinations of education and experience, which result in the required level of knowledge, competencies, skills and abilities, may be considered. Designation as a Professional Agronomist would be preferred. Must possess a valid class 5 driver's license.

Viterra offers a competitive salary, employee share purchase and benefits plan.

For more information, and to apply, please visit our website at www.viterra.ca The closing date for applications is **February 6, 2012. Competition #2061**

Viterra is an exciting, growing and dynamic global company that provides premium quality food ingredients to the world's most discerning food manufacturers. Together, we seek to fulfill the nutritional needs of people everywhere.

Visit viterra.com



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780-926-2000



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Community Events Calendar

Advertise your community event or meeting in this calendar for **FREE!**
(Community based, non-profit groups and charities only)
Call 780-926-2000 or Fax to 780-926-2001 or e-mail echohl@mackreport.ab.ca

| SUN. FEB 5 | MON. FEB 6 | TUES. FEB 7 | WED. FEB 8 | THURS. FEB 9 | FRI. FEB 10 | SAT. FEB 11 |
|---|---|--|---|--|---|--|
| • AA, NA & AL-ANON MTGS 1 PM - New Town Hall | • AA STEP MEETING 7 PM - Action North • JUNIOR CURLING 7:00 - 8:00 PM - HL Curling Rink • SENIOR CARD CLUB 2-4 PM - High Level Library | • AA TRADITION MEETING 7:00 PM - Action North • JACK 'N JILL GYM TIME 10:00 - 11:30 AM - Uptains in the Arena • HLNFC BINGO 8:00 PM - High Level Legion | • NA MEETING 7:00 PM - Action North • SPARKS, BROWNIES, GIRL GUIDES 8:30 PM - Spirit of the North School • AWANA KIDS CLUB (over seas) 8:30-8:00PM- HL Christian Fellowship • WINTER WALK DAY 7:00 PM - HL Arena Lobby | 7:00 PM - Action North • ALANON MEETING 7:00 PM - Action North • CHICKA CHICKA STORY HOUR 10:30 AM - High Level Library | • AA & NA MEETING 7:00 PM - New Town Hall • HLNFC BINGO 8:00 PM - High Level Legion • SENIOR CARD CLUB 2-4 PM - High Level Library | • ACCENT REDUCTION LESSONS 8:30 - 8:30 PM - Toy Lending Library • HLNFC BINGO 8:00 PM - High Level Legion |
| SUN. FEB 12 | MON. FEB 13 | TUES. FEB 14 | WED. FEB 15 | THURS. FEB 16 | FRI. FEB 17 | SAT. FEB 18 |
| • AA, NA & AL-ANON MTGS 1 PM - New Town Hall | • AA STEP MEETING 7 PM - Action North • JUNIOR CURLING 7:00 - 8:00 PM - HL Curling Rink • TOWN COUNCIL MTG. 7 PM - Council Chambers | • AA TRADITION MEETING 7:00 PM - Action North • JACK 'N JILL GYM TIME 10:00 - 11:30 AM - Uptains in the Arena • HLNFC BINGO 8:00 PM - High Level Legion | • NA MEETING 7:00 PM - Action North • SPARKS, BROWNIES, GIRL GUIDES 8:30 PM - Spirit of the North School • AWANA KIDS CLUB (over seas) 8:30-8:00PM- HL Christian Fellowship • SENIOR STICHT & CHAT 2-4 PM - High Level Library | 7:00 PM - Action North • AA OPEN MEETING 7:00 PM - Action North • ALANON MEETING 7:00 PM - Action North • CHICKA CHICKA STORY HOUR 10:30 AM - High Level Library | • AA & NA MEETING 7:00 PM - New Town Hall • HLNFC BINGO 8:00 PM - High Level Legion | • ACCENT REDUCTION LESSONS 8:30 - 8:30 PM - Toy Lending Library • HLNFC BINGO 8:00 PM - High Level Legion |