

Office Receptionist

[JW KOZINA PROFESSIONAL CORPOR](#)

10130 101 Ave, Lac La Biche, AB

\$24 an hour - Full-time

Duties

- Greet and welcome visitors in a friendly and professional manner
- Answer phone calls, schedule appointments, and manage customer inquiries
- Manage office supplies, including ordering and restocking as needed
- Perform general administrative tasks such as filing, scanning, and data entry.

Experience

- Previous experience as a receptionist office preferred
- Strong communication skills, both verbal and written
- Excellent customer service skills with the ability to handle customer inquiries and concerns professionally
- Ability to multitask and prioritize tasks in a fast-paced environment.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Schedule:

- Day shift
- Monday to Friday

Supplemental pay types:

- Overtime pay

Education:

- Secondary School (preferred)

Experience:

- Receptionist: 1 year (preferred)

[Apply on Indeed or drop Resume off in person.](#)

Client Service Representative [Hourly]

CIBC

10126 - 101 Avenue, Lac La Biche, AB

Part-time

We're building a relationship-oriented bank for the modern world. We need talented, passionate professionals who are dedicated to doing what's right for our clients.

At CIBC, we embrace your strengths and your ambitions, so you are empowered at work. Our team members have what they need to make a meaningful impact and are truly valued for who they are and what they contribute.

To learn more about CIBC, please visit: CIBC.com

What you'll be doing

As a member of the Personal and Business Banking Team, you'll work in a fast-paced Banking Center and use your knowledge of financial services products to help clients with their day-to-day banking needs. As a Client Service Representative, whether it's answering questions, assisting with transactions, or proactively connecting clients with the right team members, you'll be the first line of support as clients work towards their financial goals. You're flexible to work our banking centre hours which may include evenings and weekends. To help deliver a great client experience, you're flexible to work at multiple banking centres within a reasonable travel distance.

At CIBC we enable the work environment most optimal for you to thrive in your role. To successfully perform the work, you'll be on-site.

How you'll succeed

Client engagement - Help clients manage their accounts and products. Focus on the client experience and make interactions meaningful. Connect clients to the right CIBC team members who can help them reach their goals.

Problem solving - Listen, ask questions, and put yourself in the client's shoes. Act like an owner by taking accountability for client issues and know when to lean on others to create a better solution together.

Leveraging technology - Become a technology expert. Share your knowledge by introducing clients to our mobile banking applications, helping them to better manage their banking needs.

Who you are

You put our clients first. You engage with purpose to find the right solutions. You go the extra mile, because it's the right thing to do.

You're goal oriented. You're motivated by accomplishing your goals and delivering your best to make a difference.

You're passionate about people. You find meaning in relationships and surround yourself with a diverse network of partners. You connect with others through respect and authenticity.

You love to learn. You're passionate about growing your knowledge. You have a strong sense of curiosity.

You engage with your heart and mind. You care about people and respect different perspectives. You listen to and learn from the experiences of others.

Values matter to you. You bring your real self to work, and you live our values - trust, teamwork, and accountability.

What CIBC Offers

At CIBC, your goals are a priority. We start with your strengths and ambitions as an employee and strive to create opportunities to tap into your potential. We aspire to give you a career, rather than just a paycheck.

We work to recognize you in meaningful, personalized ways including a competitive salary, incentive pay, banking benefits, a benefits program*, defined benefit pension plan*, an employee share purchase plan, a vacation offering, wellbeing support, and Moment Makers, our social, points-based recognition program.

Our spaces and technological toolkit will make it simple to bring together great minds to create innovative solutions that make a difference for our clients.

We cultivate a culture where you can express your ambition through initiatives like Purpose Day; a paid day off dedicated for you to use to invest in your growth and development.

Subject to plan and program terms and conditions

What you need to know

CIBC is committed to creating an inclusive environment where all team members and clients feel like they belong. We seek applicants with a wide range of abilities, and we provide an accessible candidate experience. If you need accommodation, please contact:

Mailbox.careers-carrieres@cibc.com

You need to be legally eligible to work at the location(s) specified above and, where applicable, must have a valid work or study permit.

Job Location: Lac La Biche

Employment Type: Regular

Weekly Hours: 15

Skills

Customer Service, Digital Literacy, Financial Processing, Online Banking, Organizational Efficiency, Teamwork

Apply at: <https://cibc.wd3.myworkdayjobs.com/en-US/search/job/Lac-La-Biche-AB/Client-Service-Representative--Hourly-2401865?src=JB-10304>

Industrial Medic

911 Industrial Response Ltd.

Alberta

\$300–\$450 a day - Permanent, Full-time

Benefits

- Company events
- Dental care
- Disability insurance
- Extended health care
- Flexible schedule
- Life insurance
- RRSP match
- Vision care
-

Schedule:

- 12 hour shift
- Day shift
- Holidays
- Monday to Friday
- Night shift
- Overtime
- Weekends as needed
-

Supplemental pay types:

- Bonus pay
- Overtime pay
-

Licence/Certification:

- H2S Alive (preferred)
- Common Safety Orientation (preferred)
- Driver's License (preferred)
- OFA III (preferred)
- OFA III, AFA, EMR, or PCP for Alberta or British Columbia (preferred)

911 Industrial Response Ltd. is a leading provider of industrial medical services in Western Canada. We are dedicated to providing exceptional care to our clients and their employees in remote and challenging work environments. We believe that our team is our greatest asset and we are committed to providing a positive and supportive work environment for our employees.

We are currently seeking highly skilled and motivated Emergency Medical Responders and Primary Care Paramedics registered with the Alberta College of Paramedics or the Emergency Medical Assistants Licensing Board to join our team of medical professionals.

At 911 Industrial Response Ltd., we are committed to providing our employees with the training and support they need to succeed. Our comprehensive training program is tailored to the specific needs of our industry and will ensure that you are fully prepared to handle any situation you may encounter on the job. Whether you are an experienced veteran or just starting out, we are here to help you grow and succeed.

As part of our team, you will have access to multiple scheduling options to ensure a proper work/life balance. We offer full-time permanent positions with year-round availability, as well as benefits options, RRSP options, and competitive pay. Our team culture is second to none, and we have many tenured people who have made 911 Industrial Response their home.

In your role as an Industrial Medic, you will provide emergency treatment and transportation of sick and injured workers from remote industrial worksites. You will be responsible for the care and maintenance of issued equipment, on-site administration responsibilities, and training/continuing education to ensure the safety and care of the crews on-site, and their patients.

At 911 Industrial Response Ltd., we are committed to providing the highest level of care to our clients and their employees. If you are a highly skilled and motivated individual looking to join the best team in the industry, we encourage you to visit our website to learn more: <https://www.911industrial.ca/>

Positions are based out of Grande Prairie, AB. **Apply on website** <https://www.911industrial.ca/>

Clothing Sales Associate – Keyholder – Part Time - Lac La Biche, Alberta

[Warehouse One - The Jean Store](#)

10115 101 Ave, Lac La Biche, AB

From \$15.25 an hour - Permanent, Part-time

Benefits

- Casual dress
- On-site parking
- Store discount

As a Sales Associate with Warehouse One, you help people look and feel their best! From the moment a customer walks through our doors, you're tasked with providing friendly, committed, caring, and real service from start to finish! In addition, as a Keyholder, you get to mentor your fellow team members to success and have the opportunity to lead shifts in your manager's absence.

What's in it for you

- 50% off clothing and accessories (for spouses and dependent children too)
- Casual day - everyday! Our fashionably casual dress code allows you to be comfortable at work while showing off our latest looks as our brand ambassador!
- Scholarship opportunities available annually to team members and their children
- Ongoing learning available through unlimited access to our online e-learning platform
- An inclusive work environment - all members of our team sign an inclusivity commitment as part of making sure that Warehouse One is a place where everyone feels welcomed

What you'll be a part of

- Delivering outstanding service to our customers and coaching your fellow team members to do the same – building outfits while also building relationships!
- Being a champion of our Warehouse One Perks customer loyalty program to secure repeat customers while motivating your fellow team members to do the same
- Operating the point-of-sale system – ringing customer purchases through ensuring they leave happy!
- Being the first to see new product as it comes into our store and displaying it on the sales floor
- Creating and fostering a positive work environment where all team members are driven to meet and exceed store performance goals
- Overseeing store operations, including assigning and following up on tasks, and performing store opening and closing duties in conjunction with, or in the absence of management
- Ensuring the store looks great for our customers by participating in store housekeeping and visual displays

WHO YOU ARE

- Prior supervisory experience, preferably in a retail setting
- Sales driven and customer service focused, with an eye for fashion and a drive to help customers find clothing they love
- Energetic and able to respond to the ever-changing needs of our fast-paced retail environment
- Able to stand for extended periods, climb a ladder, and move and handle boxes of merchandise (weighing up to 30 pounds) and fixtures throughout the store
- Flexible in availability and don't mind working evenings and weekends

WHO WE ARE

Proudly clothing Canada since 1977, our mission is to offer our customers well-made, affordable, comfortable, and stylish clothing in a wide range of inclusive sizes. At Warehouse One, we are the destination for jeans and everything else to complete the perfect look. Our wide range of inclusive sizing options makes it easy for everyone to look and feel their best.

Our Core Values

FRIENDLY Being friendly means having a pleasant, helpful approach to everything we do. A friendly attitude and genuine smile lets people feel welcome and comfortable in our stores.

COMMITTED We are committed to having a wide selection of quality, affordable jeans. We are dependable, performance driven, and devoted to helping our customer.

CARING We are open-hearted and care about our co-workers, customers, and the people in our community. We genuinely care that our customers look and feel good in Warehouse One clothing.

REAL Being “real” means we are down-to-earth, unpretentious, honest, and sincere. We only give honest, helpful advice to our customers.

Inclusivity Commitment

At Warehouse One we are all about helping people look and feel great. Feeling great doesn't just have to do with what we wear, it's also about feeling welcomed and included. Warehouse One and our team members are committed to ensuring all people feel welcomed in our stores and office and that our differences are appreciated and celebrated.

Community Involvement

At Warehouse One, we are enthusiastic and proud partners of Make-A-Wish Canada, helping them create life-changing wishes for children with critical illnesses. So far, we have helped grant over 100 wishes and have raised over one-million dollars with the help of our teams and customers.

Warehouse One is an equal opportunity employer. If chosen to participate in the selection process, accommodations are available upon request. We will consult with the applicant to provide or arrange suitable accommodation in a manner that takes into account the applicant's accessibility needs.

Warehouse One sincerely appreciates all expressed interest; however only those candidates qualifying for interviews will be contacted.

Shift:

- 4 hour shift
- 8 hour shift
- Afternoon shift
- Day shift
- Evening shift
- Morning shift

Food Service I- job post

[Alberta Health Services](#)

Lac La Biche, AB

Casual

As a Food Service I, you will be responsible for performing a variety of routine tasks associated with basic food preparation in accordance with AHS standards and procedures. Your typical duties may include packaging and portioning food items, preparing food according to set guidelines and menus, serving meals to patients and customers and cleaning and sanitizing equipment, dishes, tables and serving areas.

- Classification: Food Service I
- Union: AUPE GSS
- Unit and Program: Patient Food Services
- Primary Location: Lac La Biche HC W.J.Cadzow Bld
- Location Details: As Per Location
- Multi-Site: Not Applicable
- Posting End Date: 07-FEB-2024
- Employee Class: Casual/Relief
- Date Available: 17-FEB-2024
- Hours per Shift: Varies
- Length of Shift in weeks: Varies
- Shifts per cycle: Varies
- Shift Pattern: Days, Evenings, Weekends
- Days Off: Other
- Minimum Salary: \$18.36
- Maximum Salary: \$20.02
- Vehicle Requirement: Not Applicable

Required Qualifications:

Completion of Grade 10 or equivalent. Physically capable to lift food, supplies and equipment up to 46lbs and must be able to push/pull meal carts up to 250lbs. This position requires you to walk and stand on your feet for the duration of your shift.

Additional Required Qualifications:

As Required.

Preferred Qualifications:

As Required.

Apply on Company Site: <https://careers.albertahealthservices.ca/jobs/food-service-i-433786>

Health Care Aide

Alberta Health Services - Lac La Biche, AB

Your Opportunity:

Description:

As a Health Care Aide (HCA), you are responsible for providing personal assistance, supporting activities of daily living and providing comfort and support services to patients (clients, residents) who require short-term assistance or ongoing support. You will work closely with patients, families, and caregivers spanning the continuum of care in home, community or health care facilities. You will play a key role in providing safe, quality patient and family centered care while reflecting the shared vision and values of AHS.

- Classification: Health Care Aide
- Union: AUPE AUX
- Unit and Program: Home Care
- Primary Location: Lac La Biche Comm/Mental Hlth
- Location Details: As Per Location
- Multi-Site: Not Applicable
- FTE: 0.80

Posting End Date: 02-FEB-2024

Temporary Employee Class: Temporary Part Time

Date Available: 12-FEB-2024

Temporary End Date: 13-MAY-2024

Hours per Shift: 7.75

Length of Shift in weeks: 4

Shifts per cycle: 16

Shift Pattern: Days, Weekends

Days Off: As Per Rotation

Minimum Salary: \$20.78

Maximum Salary: \$25.26

Vehicle Requirement: Driver's License, Vehicle Required

Required Qualifications:

Active directory status on the Alberta Health Care Aide Directory. Must provide a confirmation letter as proof of enrolment from the Directory at <https://www.albertahcadirectory.com/health-care-aides/confirmation/>. Nursing students currently enrolled in an approved Alberta nursing program who have successfully completed a minimum of 100 hours of practicum; and are either in their 1st year of practical nursing program; or 2nd year of baccalaureate nursing or psychiatric nursing program will be considered. Must attest to this compliance and provide proof of qualification.

Apply on Company Site: <https://careers.albertahealthservices.ca/jobs/health-care-aide-433588>



Health Care Aide

Alberta Health Services - St. Paul, AB

Your Opportunity:

Beautiful St-Paul Alberta is located approximately 200 km Northeast of Edmonton. Located centrally in the Lakeland Region, it has a population of 5,800. The county of St-Paul is abundant with lakes and rivers, forest and rolling hills for the outdoor enthusiast. Renown for the Iron horse Trail, that crosses throughout the Lakeland Region; quadding and sledding is a family activity are activities that spans all seasons. St-Paul hosts many different cultures which make it rich in culinary experiences. Education and family are very important to the St-Paul community, we are offering education in French at L'Ecole du Sommet, French immersion at the St-Paul Elementary School, Glen Avon form K-9 and Regional High School. St-Paul is growing and attracting many businesses. A swimming pool, two arenas, public library, fitness centers AG coral and UFO landing pad keep the community members very active and support the St-Paul Motto "A people kind of a place "

Description:

As a Health Care Aide (HCA), you are responsible for providing personal assistance, supporting activities of daily living and providing comfort and support services to patients (clients, residents) who require short-term assistance or ongoing support. You will work closely with patients, families, and caregivers spanning the continuum of care in home, community or health care facilities. You will play a key role in providing safe, quality patient and family centered care while reflecting the shared vision and values of AHS.

- Classification: Health Care Aide
- Union: AUPE AUX
- Unit and Program: Community Health Services Home Care
- Primary Location: St. Paul Comm Health Services
- Location Details: As Per Location
- Multi-Site: Not Applicable
- FTE: 0.70
- Posting End Date: 01-FEB-2024
- Employee Class: Regular Part Time
- Date Available: 11-FEB-2024
- Hours per Shift: 7.75
- Length of Shift in weeks: 6
- Shifts per cycle: 21
- Shift Pattern: Days, Evening, Weekends
- Days Off: As Per Rotation
- Minimum Salary: \$20.78
- Maximum Salary: \$25.26
- Vehicle Requirement: Driver's License, Vehicle Required

Required Qualifications:

Active directory status on the Alberta Health Care Aide Directory. Must provide a confirmation letter as proof of enrolment from the Directory at <https://www.albertahcadirectory.com/health-care-aides/confirmation/>.

Nursing students currently enrolled in an approved Alberta nursing program who have successfully completed a minimum of 100 hours of practicum; and are either in their 1st year of practical nursing program; or 2nd year of baccalaureate nursing or psychiatric nursing program will be considered. Must attest to this compliance and provide proof of qualification.

Additional Required Qualifications:

As Required.

Preferred Qualifications:

As Required.

Apply on Company Site: <https://careers.albertahealthservices.ca/jobs/health-care-aide-433108>



Health Care Aide - Long Term Care

Alberta Health Services - Fort McMurray, AB

Your Opportunity:

Senior care is an interesting, challenging, and continually changing field, with some of the most complex patients in healthcare. Alberta Health Services (AHS) has an exciting opportunity to grow your career in a brand-new, state-of-the-art long term care facility as you work with patients who have unique life experiences, families, and stories to tell. Willow Square Continuing Care Centre in Fort McMurray includes 36 long term and palliative care spaces and 72 supportive living spaces. Its high standard of thoughtful design features lots of natural light, private rooms with zero-threshold showers, landscaped pathways, and gardens to make it feel like home. It's also the first Alberta Infrastructure to use geothermal heating and set up to add solar panels and add 36 spaces in the future. The Health Care Aide functions as a member of the multidisciplinary team providing healthcare services for clients and family members in their home environment. In addition to a competitive rate of pay, AHS currently has a Fort McMurray Allowance in place to an annual maximum of \$12,480. This allowance is non-pensionable and is payable on an hourly basis for all hours paid at the basic rate of pay. Fort McMurray (within the Regional Municipality of Wood Buffalo) is a thriving community with lively social, arts, sports, recreational and cultural opportunities for all ages. A family-forward city, Fort McMurray offers great educational opportunities for all ages and a wonderful work-life balance. Discover stunning landscapes in the heart of Canada's boreal forest, lakes, and rivers nearby, and four provincial parks in the area you'll enjoy an outstanding lifestyle and find your niche in Fort McMurray.

Description:

As a Health Care Aide (HCA), you are responsible for providing personal assistance, supporting activities of daily living and providing comfort and support services to patients (clients, residents) who require short-term assistance or ongoing support. You will work closely with patients, families, and caregivers spanning the continuum of care in home, community or health care facilities. You will play a key role in providing safe, quality patient and family centered care while reflecting the shared vision and values of AHS.

- Classification: Health Care Aide
- Union: AUPE AUX
- Unit and Program: Willow Square Long Term Care
- Primary Location: Willow Square Continuing Care
- Location Details: As Per Location
- Multi-Site: Not Applicable
- FTE: 0.70
- Posting End Date: 02-FEB-2024
- Employee Class: Regular Part Time
- Date Available: 12-FEB-2024
- Hours per Shift: 7.75

- Length of Shift in weeks: 2
- Shifts per cycle: 7
- Shift Pattern: Days, Evenings, Nights, Weekends, On Call
- Days Off: As Per Rotation
- Minimum Salary: \$20.78
- Maximum Salary: \$25.26
- Vehicle Requirement: Not Applicable

Required Qualifications:

Active directory status on the Alberta Health Care Aide Directory. Must provide a confirmation letter as proof of enrolment from the Directory at <https://www.albertahcadirectory.com/health-care-aides/confirmation/>. Nursing students currently enrolled in an approved Alberta nursing program who have successfully completed a minimum of 100 hours of practicum; and are either in their 1st year of practical nursing program; or 2nd year of baccalaureate nursing or psychiatric nursing program will be considered. Must attest to this compliance and provide proof of qualification.

Additional Required Qualifications:

Alberta Health Care Aide Directory Number must be registered as Substantially Equivalent. 3-5 years of HCA experience. Current BLS-HCP Health Care Provider with Heart and Stroke. Ability to meet the physical demands of the job. Work independently.

Preferred Qualifications:

Previous Continuing Care Unit experience. Previous Medication Administration Experience (MAPs). Willingness to participate in team collaboration through team meetings, client review and interdisciplinary discussions. Commitment to continued learning.

Apply on Company Site: <https://careers.albertahealthservices.ca/jobs/health-care-aide-long-term-care-433539>



Health Care Aide

Alberta Health Services - Smoky Lake, AB

Your Opportunity:

Description:

As a Health Care Aide (HCA), you are responsible for providing personal assistance, supporting activities of daily living and providing comfort and support services to patients (clients, residents) who require short-term assistance or ongoing support. You will work closely with patients, families, and caregivers spanning the continuum of care in home, community or health care facilities. You will play a key role in providing safe, quality patient and family centered care while reflecting the shared vision and values of AHS.

- **Classification: Health Care Aide**
- **Union: AUPE AUX**
- **Unit and Program: Long Term Care**
- **Primary Location: Bar V Nook Manor**
- **Location Details: As Per Location**
- **Multi-Site: Not Applicable**
- **FTE: 0.62**
- **Posting End Date: 29-JAN-2024**
- **Employee Class: Regular Part Time**
- **Date Available: 08-FEB-2024**
- **Hours per Shift: 7.75**
- **Length of Shift in weeks: 10**
- **Shifts per cycle: 31**
- **Shift Pattern: Days, Evenings**
- **Days Off: As Per Rotation**
- **Minimum Salary: \$20.78**
- **Maximum Salary: \$25.26**
- **Vehicle Requirement: Not Applicable**
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Required Qualifications:

Active directory status on the Alberta Health Care Aide Directory. Must provide a confirmation letter as proof of enrolment from the Directory at <https://www.albertahcadirectory.com/health-care-aides/confirmation/>. Nursing students currently enrolled in an approved Alberta nursing program who have successfully completed a minimum of 100 hours of practicum; and are either in their 1st year of practical nursing program; or 2nd year of baccalaureate nursing or psychiatric nursing program will be considered. Must attest to this compliance and provide proof of qualification.

Additional Required Qualifications: As required.

Preferred Qualifications: As required.

Apply on Company Site: <https://careers.albertahealthservices.ca/jobs/health-care-aide-432320>



Health Care Aide

Alberta Health Services - Bonnyville, AB

Your Opportunity:

With a population of approximately 7,000 and only 240 km from Edmonton and 45 km from Cold Lake, Bonnyville offers the best of both country and city living, making it an ideal location to raise a family. For the outdoor enthusiast, Bonnyville offers wetlands and trails along with many lakes within a short distance, and for those looking for recreation, we offer a number of sports and recreation opportunities from hockey and curling to golf and baseball – something for every season! Bonnyville is an energetic town which also boasts a vibrant arts and culture scene, creating opportunity for work-life balance. We boast multiple busy industries including tourism, oil and gas and agriculture.

Description:

As a Health Care Aide (HCA), you are responsible for providing personal assistance, supporting activities of daily living and providing comfort and support services to patients (clients, residents) who require short-term assistance or ongoing support. You will work closely with patients, families, and caregivers spanning the continuum of care in home, community or health care facilities. You will play a key role in providing safe, quality patient and family centered care while reflecting the shared vision and values of AHS.

- Classification: Health Care Aide
- Union: AUPE AUX
- Unit and Program: Home Care
- Primary Location: Bonnyville Comm Hlth/Addiction
- Location Details: As Per Location
- Multi-Site: Not Applicable
- FTE: 0.00
- Posting End Date: 29-JAN-2024
- Employee Class: Casual/Relief
- Date Available: 08-FEB-2024
- Hours per Shift: 7.75
- Length of Shift in weeks: Varies
- Shifts per cycle: Varies
- Shift Pattern: Days, Evenings, Nights, Weekends
- Days Off: Other
- Minimum Salary: \$20.78
- Maximum Salary: \$25.26
- Vehicle Requirement: Driver's License, Vehicle Required

Required Qualifications:

Active directory status on the Alberta Health Care Aide Directory. Must provide a confirmation letter as proof of enrolment from the Directory at <https://www.albertahcadirectory.com/health-care-aides/confirmation/>. Nursing students currently enrolled in an approved Alberta nursing program who have successfully completed a minimum of 100 hours of practicum; and are either in their 1st year of practical nursing program; or 2nd year of baccalaureate nursing or psychiatric nursing program will be considered. Must attest to this compliance and provide proof of qualification.

Apply on Company Site: <https://careers.albertahealthservices.ca/jobs/health-care-aide-432252>



Health Care Aide

Alberta Health Services - Cold Lake, AB

Your Opportunity:

Can you envision yourself living and thriving in a city that has the feel and benefits of small town? Cold Lake could be your new home! An exciting opportunity exists for a Health Care Aide. This position is suitable for an individual who has a passion for providing patient- and family-centered care. Cold Lake is located on Alberta's seventh largest lake, offering both indoor and outdoor recreational activities which are bound to keep you busy during any season! We are a populous city of over 20,000 and home to Canada's busiest fighter base, 4 Wing Air Force Base. We boast multiple busy industries including tourism, oil and gas and agriculture.

Description:

As a Health Care Aide (HCA), you are responsible for providing personal assistance, supporting activities of daily living and providing comfort and support services to patients (clients, residents) who require short-term assistance or ongoing support. You will work closely with patients, families, and caregivers spanning the continuum of care in home, community or health care facilities. You will play a key role in providing safe, quality patient and family centered care while reflecting the shared vision and values of AHS.

- Classification: Health Care Aide
- Union: AUPE AUX
- Unit and Program: Community Care/Home Care
- Primary Location: Cold Lake Community Health Srv
- Location Details: As Per Location
- Multi-Site: Not Applicable
- FTE: 0.62
- Posting End Date: 29-JAN-2024
- Employee Class: Regular Part Time
- Date Available: 26-FEB-2024
- Hours per Shift: 7.75
- Length of Shift in weeks: 10
- Shifts per cycle: 31
- Shift Pattern: Days, Evenings, Weekends
- Days Off: As Per Rotation
- Minimum Salary: \$20.78
- Maximum Salary: \$25.26
- Vehicle Requirement: Driver's License, Vehicle Required

Required Qualifications:

Active directory status on the Alberta Health Care Aide Directory. Must provide a confirmation letter as proof of enrolment from the Directory at <https://www.albertahcirectory.com/health-care-aides/confirmation/>. Nursing students currently enrolled in an approved Alberta nursing program who have successfully completed a minimum of 100 hours of practicum; and are either in their 1st year of practical nursing program; or 2nd year of baccalaureate nursing or psychiatric nursing program will be considered. Must attest to this compliance and provide proof of qualification.

Additional Required Qualifications: As required.

Preferred Qualifications: As required.

Apply On Company Site: <https://careers.albertahealthservices.ca/jobs/health-care-aide-432983>

Office Administrator/Accounting Assistant

Jason's Mobile Steam Ltd.

Lac La Biche, AB

\$23–\$28 an hour - Full-time

Benefits

- Dental care
- Employee assistance program
- Extended health care
- Life insurance

Responsibilities:

- Maintain corporate Filing Systems
- Provide clerical support/data entry as required utilizing a variety of computer programs, i.e. SAGE, Excel.
- Prepare invoices for customers as per organizational policy and procedures.
- Posts customer payments and revenue received by recording transactions
- Record Expenditures and generate payments to bills or invoices received
- Complete weekly/monthly statistical reporting
- Schedule flights, Lodging, training and other appointments
- Maintain Staffing Records and update training matrix
- Communicate with other staff members
- Other duties as assigned

Job-related skills:

Ability to take and follow directions and express concerns and ideas clearly, in writing and verbally.

- Ability to work independently and be an effective team player
- Excellent interpersonal skills
- Good judgement, be proactive, and where necessary, to react quickly in emergency situations.
- Attention to detail
- Ability to multi-task and set shifting priorities
- Ability to grow and develop skills
- Ability to establish credibility and be decisive, while maintaining tact and a participative style.
- Ability to understand priority and adapt to change quickly.
- To be a positive influence on others

Organizational skills

- To be open-minded, honest, fair, supportive, and accountable for own actions.
- Ability to seek assistance and ask for help.

- Excellent oral and written communication skills that allow for clear communication of complex matters.
- Excellent interpersonal skills.
- Ability to be an engaging team member in the development of safety protocols and practices.
- Must reside within the Lac La Biche Area or be willing to relocate

Experience:

- Secondary (high) school graduation certificate. or equivalent experience.
- Office administration experience is an asset
- Maintaining accounts receivable, accounts payable, general ledger and/or payroll processing experience is an asset
- Experience with Microsoft Word, Excel and Sage 50 Canada

Job Type: Full-time

Salary: \$23.00-\$28.00 per hour

Expected hours: 40 per week

Schedule:

8 hour shift

Monday to Friday

Education:

Secondary School (preferred)

Ability to Relocate:

Lac La Biche, AB: Relocate before starting work (required)

Apply on Indeed: <https://ca.indeed.com/cmp/Jason's-Mobile-Steam-Ltd.-1/jobs?>

Office Administrator

[JW KOZINA PROFESSIONAL CORPOR](#)

10130 101 Ave, Lac La Biche, AB

\$30.21 an hour - Permanent, Full-time

Responsibilities:

- Manage office operations and ensure smooth daily functioning
- Supervise and support administrative staff, including training and development
- Oversee vendor management, including negotiating contracts and maintaining relationships
- Maintain organized filing systems for important documents and records
- Answer phone calls and emails, providing excellent customer service and phone etiquette
- Assist with payroll processing and maintain accurate records using QuickBooks
- Coordinate office events and meetings, including scheduling, logistics, and materials preparation

Experience:

- Proven experience in office administration or a related field
- Strong organizational skills with the ability to prioritize tasks and meet deadlines
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software
- Previous experience with QuickBooks or other payroll software is preferred
- Excellent communication skills, both written and verbal
- Ability to work independently as well as collaboratively in a team environment
- Demonstrated ability to supervise and manage a team effectively

We offer competitive compensation and benefits packages. This is a full-time position with regular office hours. If you are a detail-oriented individual with strong organizational skills and experience in office administration, we would love to hear from you. Please submit your resume and cover letter detailing your relevant experience.

Job Types: Full-time, Permanent

Salary: \$30.21 per hour

Schedule:

- Day shift
- Monday to Friday
- Morning shift

Supplemental pay types:

- Overtime pay

Education:

- Secondary School (preferred)

Language:

- English (preferred)

Work Location: In person

[Apply on Indeed](#) or drop Resume off in person.