

Job Order Details**Description**

Job Order #: 5622580 **Posted:** 15-May-2018
Job Title: **Casual Recycling Supervisor**
Location: PORCUPINE PLAIN
Details: Porcupine Plain SARCAN

is currently accepting applications for the following position:

Casual Recycling Supervisor

The Recycling Supervisor holds the responsibility of ensuring all recycling materials SARCAN handles are properly processed and distributed accordingly.

Duties include:

The supervisor helps to deliver great customer service and ensures a safe and healthy work environment;

Gathering recycling materials from customers of SARCAN and processing all gathered materials including the preparation for outward transportation of all materials if required; Adhering to all Occupational Health and Safety guidelines.

The successful candidate will have the following experience and qualifications:

Demonstrated ability to supervise;

Possess strong organizational skills;

Good customer service skills;

Proficient mathematical skills;

Good problem solving skills;

Dependable;

Bookkeeping skills an asset;

Possess a valid Saskatchewan drivers license;

Must provide a satisfactory criminal record check with vulnerable sector check as a condition of employment.

SARCAN offers a competitive wage package with excellent employer paid benefits and employer matched pension plan, subject to qualification.

Only those candidates selected for an interview will be contacted.

of Positions: 1

Employment Terms: Casual

Apply by Date: 29-May-2018

Requirements

Education: Grade 12

Application Information

How to Apply: Please forward resume to Sherlyn Birtles c/o Porcupine Opportunities Program Box 697
 100 Church Street Porcupine Plain, SK S0E 1H0 or by email to popine@sasktel.net

Employer Name: Porcupine Opportunities Program Inc.

Contact Name: Sherlyn Birtles

Contact Phone: 306-278-3017

Contact Fax: 306-278-3150

Contact Email: popine@sasktel.net

https://www.saskjobs.ca/jsp/joborder/print_detail.jsp?job_order_id=834622

5/16/2018

Job Order Details

Description

Job Order #: 5622573 **Posted:** 15-May-2018
Job Title: **Casual SARCAN Recycling Technician**
Location: PORCUPINE PLAIN

Details: Porcupine Opportunities Program is seeking a casual recycling technician to support operation of the SARCAN Depot in Porcupine Plain. The individual will work 2 to 3 shifts per week throughout July and August, with the exception of being available to work several full week shifts when staff are on vacation. Relief work may be available through the winter dependent on the candidates availability. Shifts will be on weekdays only, between 9:30 and 5:30 pm.

Responsibilities include:

- To receive customer containers at the front counter and count and record orders for deposit refunds.
- To prepare containers for shipping and to load and unload trailers by hand or through the use of depot equipment (ie: pallet jack, electric pallet jack, forklift, etc.)
- To maintain the depot building and equipment, performing cleaning and maintenance duties as needed.
- To follow safety procedures and safe work practices in compliance with O H & S and policy.
- To deal with customers inquiries with professionalism and courtesy.
- Other duties as required.

Qualifications:

- The incumbent is required to follow instructions and focus on their work in a busy work environment.
- The ability to perform tasks in the right sequence (ie: ability to count, sort, record accurately, etc.)
- The willingness to do duties as assigned in a safe and timely manner.
- To effectively communicate with customers.
- The ability to bend, stretch, lift, and tote bulky and heavy containers on a daily basis.
- The ability to perform repetitive motions and stand in one place for extended periods of time.
- The incumbent must be a minimum of 16 years of age.

Applicants are asked to submit a short cover letter and resume and if hired, must provide a criminal record check for vulnerable sectors.

Wage/Salary Info:
of Positions: 1
Employment Terms: Casual
Apply by Date: 29-May-2018

Requirements

Application Information

How to Apply: Applications may be submitted by email to Sherlynn Birtles, Office Manager, Porcupine Opportunities Program in Porcupine Plain, at popine@sasktel.net or in person at 100 Church Street, Porcupine Plain, SK.

Employer Name: Porcupine Opportunities Program Inc.
Contact Name: Sherlynn Birtles
Contact Phone: 306-278-3017
Contact Fax: 306-278-3150
Contact Email: popine@sasktel.net