

Go East of Edmonton Casual Delivery and Project Staff



Job Description

Our company is looking for an organized and self-motivated Individual who is able to provide Casual support to our Non-Profit Organization. You may work under the direction of our office staff and Board members by multitasking and handling various duties for Special projects.

In order to be successful in this position you should be Mature, detail-oriented, a good communicator with clean appearance and able to work remotely on various in person projects across the region.

This position could be suited to a part time or full time retiree looking for extra work, as well as others. As we are in tourism this can be a very enjoyable work experience with an Award Winning team.

Examples of Work you may perform:

- Deliver our Extremely popular Go East of Edmonton Travel Guide to outlets and our customers across Northeast and East central Alberta through 50 communities. You may use your own vehicle and receive expenses or use our delivery vehicles.
- Deliver and/or setup posters, signs and other materials for our regional events and special projects to our customers. It will include communicating important details to workers at our customer locations.
- Optional - Work in person at trade shows or other special displays or parades to assist us in promoting our projects.
- Training and details to be discussed as needed.

Other Skills that can be an Advantage:

As we are a Tourism Organization, any other skills such as communications and marketing, social media, project management would be a significant asset to us and may expand the position to a larger role with more responsibilities and more hours of work. Please submit any other skills that may enhance your application.

Requirements:

- Ability to Work Independently and with a Team, Attention to Detail and Ability to Multi-Task
- Positive Attitude with Customer Service Skills
- Excellent Computer Competency, written and Verbal Communication
- A reliable vehicle is required, and meetings at our Vegreville office is required regularly.
- Clean Drivers abstract and no convictions.
- Ability to work and drive full days of deliveries or other project work across the region.

We Offer:

- Part time, Casual for this position, Contract: \$18.00 -\$25.00 per hour + expenses. (depending on experience)
- Hours and duties may be increased for the right individual.
- Schedule: Monday to Friday, and/or occasional weekends if necessary. Flexibility.

How to Apply: Submit a Cover Letter and Resume by Email to info@goeastofedmonton.com. For questions call Kevin Kisilevich at 780-632-6191. References will be required. We thank all applicants for your interest, however only those considered will be contacted. The position is needed by May 2024 but is open until filled.

Go East of Edmonton Regional Tourism – Head Office is based in Vegreville, Alberta. Learn more about us at www.goeastofedmonton.com.