

Casual Employment

The Town of Edson is accepting resumes for capable individuals who enjoy a flexible schedule and thrive when given the opportunity to change up their routine. We are seeking casual employees for the following areas:

- Administrative Assistant
- Labourer
- Landfill Attendant
- Operator Recreation/Parks

Required skills and abilities for these positions will include:

- Administrative Assistant work will require a post-secondary certificate or Diploma in Administration or related field.
- Labourer work would require individuals to safely lift up to 50 pounds, work both in-door and out-door environments, and hold a valid class 5 driver license.
- Landfill Attendant work would require proficiency in Microsoft Office Programs including Word, Excel, Outlook etc., and demonstrate excellent interpersonal skill when dealing with both internal customers and members of the public.
- Operator Recreation/Parks work would require individuals to safely lift up to 50 pounds and demonstrate the ability to operate and maintain equipment in a safe and responsible manner, work both in-door and out-door environments, and hold a valid class 5 driver license.

To apply candidates must have:

- Minimum Grade 12 or equivalent
- Flexible availability
- Consistent and competent performance
- Exceptional communication skills

As a casual employee, you would be called upon for coverage, as needed. It may be in advance, such as in instances of planned leaves or with no notice in emergent staffing situations.

If this opportunity appeals to you, submit your resume indicating your areas of interest to humanresources@edson.ca.