



# HR SOLUTIONS

RECRUITMENT · ASSESSMENT · TRAINING

## Job Vacancies

[Got to Casual Employment](#)

### Full Time

#### **Office Coordinator**

Medicine Hat, AB

Wage DOE

1 year maternity cover

Extensive knowledge of Excel required, and strong organization skills

Experience in front desk customer service, invoicing, inventory, correlating technical data and delivering budget reports, maintaining schedules, maintaining office records and organizing district meetings, and accommodation.

[Contact Jesamin Amor](#)

#### **Bookkeeper**

Medicine Hat, AB

Wage DOE

Seeking motivated Bookkeeper, with extensive work experience using either QuickBooks or Simply accounting. AR, AP, bank reconciliations and GST experience.

[Contact Jesamin Amor](#)

#### **Sales Person**

Red Deer, AB

Wage DOE

Doing cold calls

Selling Oilfield services

Must have past sales

Have own vehicle

Willing to travel

Advertising and promotion

Market research

Scheduling

Customer service

Telephone or personally visit client

Identify possible new clients

Approach potential new clients and present the benefits

Prepare sales contracts and reports

Consult with clients to resolve any problems after a sale

[Contact Simon Sander](#)

**Shop Labour**

Permanent, Full Time

Wage \$14 - \$16

Medicine Hat, AB

Must be able to do maintenance on air conditions units in shop

Working on A/C units on roofs

Good with heights

Blow out air condition units in shop and on buildings

Be able to change filters

Mechanically inclined

Drivers license and vehicle

Must be able to follow instruction

Some heavy lifting

[Contact Simon Sander](#)

**Cook**

Medicine Hat, Alberta

Permanent, Full Time

Wage 16

Prepare and cook individual dishes and foods

Work with minimal supervision

Estimate food requirements and costs,

Inspect kitchens and food service areas

Order supplies and equipment

Work with specialized cooking equipment (deep fryer, etc.),

Clean kitchen and work areas

Wash dishes

Schedule staff, Organize and manage buffets and banquets

[Contact Simon Sander](#)

**Carpenter (2)**

Permanent, Full Time

Location: Medicine Hat, Alberta

Salary will depend on experience

Carpenter Trade Certificate required - Red Seal an asset

Experience in renovation

Own way to work

Must be able to Speak, Read and Write English

Thank you for your resumes, those chosen for interview will be contacted via telephone. Must have contact information for a minimum of 2 work references on resume.

[Contact Simon Sander](#)

### **Accounting Assistant**

Location: Medicine Hat

Permanent, Full Time

Salary: \$17.50 per hour

Skills: Processing of Accounts Payable invoices up to and including cheque preparation. You will also be able to perform the following duties:

Preparation of month end accruals, prep and posting of journal entries; assist in credit collection, inter-company reconciliations.

You will have a post secondary school graduate in finance and administration and enrolled in either the CMA or CGA program. Plus have 1-2 years experience in a fast paced accounting department, preferably in a Manufacturing environment.

Thank you for your resumes, those chosen for interview will be contacted via telephone. Must have contact information for a minimum of 2 work references on resume

[Contact Jesamin Amor](#)

### **Permanent Full-Time Flooring Installer (Piece-work)**

Anticipated Start Date - As soon as possible

Medicine Hat, Alberta (2 vacancies)

Driver's License required. Must be able to speak, read and write English

1 - 2 years Experience in Commercial, Institutional, Industrial and Residential required.

Duties include: Measure and mark surfaces to be covered. Measure, cut & install carpeting. Prepare floors for installations. Remove existing floor coverings and contaminants. Install carpeting on stairs. Read and interpret blueprints, drawings and specifications, Prepare floor plans and scheduling, Instruct apprentices.

Must have contact information for a minimum of 2 work references on resume.

[Contact Simon Sander](#)

### **Professional Electrical Engineer**

Wage 80,000 to 100,000

Medicine Hat, AB

Permanent, Full Time

Must have worked on Lighting, Fire, Power Systems, High Volt, Auto Cad, and PLC

Project Management experience

Must have past experience in commercial construction

[Contact Simon Sander](#)

[Back to top](#)

## Temporary

### **Furniture Store Set Up (24)**

Medicine Hat

Temporary – varies over a 2 week time period

Assemble furniture and unload trucks

Own way to work site/public transportation

[Contact Shannon Collins](#)

### **General Labour (4)**

Medicine Hat

Temporary

Working in construction setting

Have steel toe boots, work gloves and hard hat

Own way to work site

[Contact Shannon Collins](#)

### **General Labour (2)**

Medicine Hat

Temporary Full Time work

Working in construction setting

Must be able to work long hours

Have steel toe boots

Own way to work site

[Contact Simon Sander](#)

General Labour

Wage 10-14 hr

Must have steel toe boots

Must have some construction experience

Able to work outside in all conditions of weather

Transportation to work site will not be provided

[Contact Simon Sander](#)

## Casual

Casual ongoing Dental Hygienist

Medicine Hat

[Contact Shila Sharps](#)

Casual ongoing Office Assistant with Reception duties. (Job#3094)

Medicine Hat

Hours will vary throughout the year.

Word, Excel & Outlook experience required.

Must be bondable/Criminal Record check may be required.

Please quote job number and provide resume along with contact information for a minimum of 2 previous supervisors.

[Contact Jesamin Amor](#)

[Back to top](#)