

Delivery Driver - Casual

The Delivery Driver is responsible to the Operations Coordinator for the delivery of library and other materials safely and efficiently to designated locations within a set timeframe with a high standard of customer care.

Areas of Responsibility:

- Contributes to the success of the Finance and Operations unit in the areas of delivery and transport.
- Supports the Supervisor of Finance and Operations to ensure that member libraries have the resources necessary to provide service.
- Responsible for delivery of library and other types of materials.

Scope:

This part-time/casual position is responsible for carrying out essential functions in support of member libraries and a variety of other functional tasks with the goal of providing assistance to the operations of Parkland Regional Library System.

Knowledge, Skills, and Abilities:

- Completion of Grade 12.
- Punctual.
- Ability to work independently without supervision.
- The ability to communicate well in a team environment.
- Accuracy and attention to detail.
- Valid driver's license and a good driving record.
- Bondable.
- Physically fit and able to lift heavy boxes, bins, bags, and computer equipment.
- Experience in a comparable position is ideal.

About Us:

Parkland Regional Library System is a welcoming workplace which values cooperation, innovation, and service. We provide leadership, learning, and support in a wide variety of areas to 49 central Alberta public libraries. Our services include support to public library operations, library management, human resource management, governance, advocacy, marketing and communications, collection management, information technology, and resource sharing. Parkland is headquartered in Lacombe, a vibrant community just north of Red Deer with easy access to Edmonton, Calgary, and the Rocky Mountains.

To apply:

The starting wage for this position is \$22.16 per hour. This is a part-time/casual position with a variable schedule. Interested candidates should email their cover letter and resume to Valerie Schellenberg at finance@prl.ab.ca. Review of applicants will begin immediately and the competition will remain open until the position is filled. We thank all applicants but only those selected for an interview will be contacted.