



BTAP (1991)
P.O. Box 90
Standoff, Alberta T0L 1Y0
Phone: (403) 737-3900
Fax: (403) 737-3901

JOB POSTING

On-Call – Various Positions

Description: The Blood Tribe Agricultural Project (BTAP) is currently looking for individuals to be added to our on-call list. The on-call positions include receptionist, custodian, and operators.

Hours of Operation: Monday to Friday 8:30 AM - 4:30 PM. Seven and a half (7.5) hour Days. Please note that on-call positions may be contacted on short notice to fill in for these positions.

Duties and Responsibilities:

- **Receptionist:** Answering phones, taking messages, greeting the public in a professional matter, assisting department managers with miscellaneous tasks.
- **Custodian:** Cleaning the office space on a regular basis, Sanitizing the office frequently to ensure cleanliness, changing out garbage, sweeping and mopping of office floors.
- **Operators:** Assist with the operating and maintenance of irrigation pivots.

Job Requirements:

- High School Diploma an asset.
- Standard First Aid an asset.
- Knowledge of Agriculture, Irrigation Equipment, and ATVs an asset (Operators only).
- Valid Class 5 Driver's License required for all positions.

If you are interested in being added to our on-call list, please submit a resume and cover letter to:

Blood Tribe Agricultural Project HR Manager by email: nicholas@btap.ca, fax: 403-737-3901, or in person Monday-Friday between 8:30 AM and 4:30 PM. Please indicate on the subject line which position you are interested in.

DEADLINE TO APPLY: THIS POSTING WILL BE OPEN UNTIL A SUITABLE LIST OF NAMES ARE ADDED TO OUR INVENTORY.

BTAP would like to thank all applicants for their interest.