

# FINDING WORK



## EASTALTA CO-OP LTD.

### The Company

Eastalta Co-op is a progressive and successful retail co-operative with annual sales of over \$67 million. The central office is located in Vermilion, Alberta with retail facilities located in Vermilion, Wainwright, Mannville and Dewberry. A great team atmosphere exists throughout the entire organization! If you are interested in an exciting and challenging career opportunity you should consider joining the team at Eastalta Co-op!

In operation in Vermilion and surrounding communities for over 40 years, we currently have approximately 250 employees.

### The Work

Our Vermilion operations include: Eastalta Administration Office; Food Store; Cardlock & Bulk Fuel; Gas Bar.

Other Eastalta locations in the surrounding area include:

Mannville Food Store;  
Dewberry Food Store; and  
Wainwright: Marketplace Store  
Home Centre  
Gas Bar  
Cardlock & Bulk Fuel.



### Types & Nature of Work available in Vermilion

#### *Eastalta Administration Office*

- General Manager/Controller
- Human Resources Manager
- Credit Supervisor
- Payroll/Benefits
- Office Manager
- Senior Clerk
- Intermediate Clerk
- Office Clerk



Vermilion & District  
Chamber of Commerce

**Government  
of Alberta**



Town of Vermilion

*Vermilion Food Store*

- Food Store Manager
- Grocery Manager
- Grocery Assistant Manager/Trainee
- Head Cashier
- Clerk Cashier
- Grocery Supervisor
- Senior Clerk
- Grocery Clerk
  
- Office Clerk
- File Maintenance
  
- Meat Manager
- Meat Cutter
- Meat Wrapper
  
- Deli Manager
- Deli Clerk
  
- Produce Manager
- Produce Clerk
  
- Bakery Manager/Journeyman Baker
- Baker Helper/Apprentice Baker
- Bakery Helper/Decorator
- Baker Clerk
  
- P/T Student

*Vermilion Gas Bar*

- Gas Bar Manager
- Shift Supervisors
- Cashier/Pump Attendants

*Vermilion Cardlock & Bulk Fuel*

- Manager
- Office Clerk/File

**The Ideal Candidate**

- Eastalta seeks dynamic, energetic and customer-service driven individuals for all positions

- The majority of our positions require physical strength/stamina for lifting, loading/unloading, carrying, and standing for long periods of time.
- Employees work quickly; are team players; and bring a positive attitude, energy and enthusiasm to their position.

**Learning & Development Opportunities***Orientation*

New employees are provided with an orientation to the workplace, and to the specific position they are hired for. Within the first few days, all employees are able to access our e-learning website which provides an orientation to the Co-operative Retailing System in the following areas:

- 1 – Welcome
- 2 – Health and Safety
- 3 – Benefits and Policies
- 4 – Career Opportunities
- 5 – Front Line Service Excellence
- 6 – Understanding Co-operatives
- 7 – Loss Prevention

In addition to one-on-one customer service training, our e-learning provides customer service training modules for certain positions under the heading “*Service Starts with Me*”.

**Ongoing Learning & Development Opportunities**

There are many ongoing learning and development programs available to staff who show the interest and initiative to progress in their careers.

Opportunities exist for individuals to move into various training programs which may lead to management positions. On the job training, as well as more formal one-day and longer training programs can be accessed through our affiliation with Federated Co-op Ltd. Being part of the Co-op Retailing System, there are opportunities for advancement both locally and across Western Canada.

**The Hours, Pay and Benefits**

Our Vermilion Food store operates 7 days/week from 9:00 a.m. to 9:00 p.m. Full time positions work 40 hours per week and are assigned a variety of shifts. We offer many part-time positions and the hours per week range up to 32 hours per week.

*Student Employment*

we hire many high-school students for a variety of positions such as cashier; grocery clerk; gas bar attendant; and clerks in all departments. Students earn 25 cents per hour towards a bursary payment that is paid to students still employed with Eastalta as they graduate from grade 12.

Eastalta offers competitive pay for all positions. An excellent benefit program exists for staff who regularly work a minimum of 32 hours per week.

**How to Apply**

Eastalta Co-op uses word-of-mouth, in-store notices, job fairs, newspaper, various internet websites, and college recruitment centres to advertise job openings.

Eastalta Co-op accepts application forms, with résumé and cover letter required for some positions, for the application process. These may be accepted in person at any of our locations, or they may be submitted by email.

Prospective candidates are subject to interviews and reference and criminal record checks prior to being hired.

Apply to:

Attention: Human Resources Manager  
Eastalta Co-op Ltd.  
5013 – 51<sup>st</sup> Avenue  
Vermilion, AB T9X 1B2

Tel: 780 853-5335  
Fax: 780 853-6563  
Email: [j.grimwood@eastalta.com](mailto:j.grimwood@eastalta.com)

Contact us:

Eastalta Co-op Ltd.  
5013 – 51<sup>st</sup> Avenue  
Vermilion, AB T9X 1B2  
Tel: 780 853-5335

[www.eastalta.com](http://www.eastalta.com)