

Subject: Slave Lake Service Canada is hiring!!

Good Day,

My name is Roxanne Michaud and I work for Service Canada as a Citizen Services Specialist for Northern Alberta & Peace Country.

I am pleased to announce that the Slave Lake Service Canada office is hiring a casual Citizen Services Officer. I am asking for your assistance in fanning out this exciting opportunity to your community members, and clients who are looking for work.

This will be a 90 day contract with the potential of being extended. This will be a Monday to Friday, 8:30Am – 4:30pm position. We are looking for a dynamic person who is comfortable dealing with the general public. Applicants must be Canadian Citizens or Permanent Residents and having a grade 12 education is also a requirement. On the job training will be provided. Management is looking to complete interviews in the very near future, so prompt action is needed.

For more information, please contact Cassie Whillans to discuss this great opportunity. Cassie can be reached at Cassie.Whillans@servicecanada.gc.ca, and also by telephone 780-357-4164. Resumes should be emailed directly to Cassie or they can be dropped off at the local Service Canada Centre in Slave Lake, and given to Michelle Snow, Team Leader.

Employment and Social Development Canada (ESDC)/Service Canada is committed to creating a workplace that welcomes, respects, supports and acts to fully include all people seeking and living a Public Service Career. ESDC is committed to implementing best practices in recruitment, retention and advancement of all persons . Our organizational goal at Employment and Social Development Canada (ESDC)/Service Canada is to make a real and significant change to our workforce with the recruitment of diverse equity groups.

Thank you for your assistance In helping us find the right candidate who you think would be a suitable fit.

Yours truly,

Roxanne Michaud

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