

FINDING WORK



UFA CO-OPERATIVE LTD.

The Company

UFA has operated in Wainwright for over 35 years and the present agents have been in the community for 4 years in a co-operative partnership with UFA. UFA has served Alberta farmers since 1909, since farmers across Alberta joined together to create a co-operative that would improve conditions for agricultural producers and bring modern conveniences to rural areas. UFA currently has 110 outlets throughout Alberta.

UFA in Wainwright provides the following services: bulk fuel, cardlock, oil, lubricants, anti-freeze, filters, jerry cans, pumps, nozzles, and tanks. They also carry snacks and pop.



The Work

The company employs three employees, two full-time and one part-time, as drivers, office staff and sales. Employees may be required to work outside for short periods in all weather conditions.

The Ideal Candidate

The ideal candidate will have the following attributes:

- A people person, with strong customer service skills
- Must be self-motivated
- Able to work independently and without supervision
- Hardworking
- Computer literate, with cash experience
- Flexible
- Not afraid of heights
- Able to lift small freight

Driver

Main responsibilities are:

- Loading fuel truck and unloading oil
- Delivering fuel
- Truck maintenance and truck inspections
- Yard maintenance
- May be required to help in office
- Maintain log book, meter tickets, and other records
- Computer skills (computer in truck)
- Unload freight
- Load oil purchases
- Should have air endorsement ticket
- Should have safety tickets, including TDG, WHMIS, First Aid, H₂S Alive

Office Staff/Sales

Responsibilities are:

- Invoicing
- Billing sales
- Customer relations
- Cleaning
- Putting away freight
- Ordering
- Inventory
- Receiving cash, debit and credit card payments
- Operating computer. Must be computer literate.
- Receiving and shipping

Training

UFA provides some safety ticket training off-site, and TDG and WHMIS on-site. Employees are also provided with product knowledge training through seminars and on-the-job training.

Hours of Work

Hours of work are typically:

Monday to Friday 8:00 a.m. – 5:30 p.m.

Saturday 8:00 a.m. – Noon

Sunday & Statutory Holidays – Closed.

Note: The business is open during the noon hour.

Salary and Benefits

Salary is competitive with the industry standard. Overtime is paid. A Blue Cross benefit package is available. Vacation allotment is in accordance with the *Labour Standards Act*. The business is flexible regarding doctor's appointments.

How to Apply

Recruitment is typically through newspaper advertisements and by word of mouth.

Interested applicants should apply in person, with a resume, and references. Driver position will require a copy of the driver's abstract.

Apply to:

Gary or Carolyn Way
Bulk Fuel Agents
UFA Co-operative Limited
2202 – 17 Avenue
Wainwright, AB T9W 1L2

Tel: 780 842-4161

Fax: 780 842-4700