

<b>Position:</b>	<b>Data Entry Clerk/Parts &amp; Shuttle Driver</b>
<b>COMPANY:</b>	Kal Tire Lacombe
<b>LOCATION:</b>	Lacombe
<b>HOURS:</b>	Part-time; 2 – 4 days/week
<b>SALARY:</b>	Wage is negotiable, based on experience
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Flexible schedule to work between the business hours of 8 am – 5 pm</li> <li>• Valid Class 5 driver’s license and clean driver’s abstract</li> <li>• Must be physically fit to lift up to 20 lbs.</li> </ul>
<b>DUTIES:</b>	<ul style="list-style-type: none"> <li>• Support the business needs of the store location by scanning, coding, and entering data</li> <li>• Answer and direct telephone calls, respond to customer inquiries</li> <li>• Drive the shuttle van to pick up parts</li> </ul>
<b>POSTING DATE:</b>	February 25, 2025
<b>CLOSING DATE:</b>	Open until filled
<b>HOW TO APPLY:</b>	Submit resume to <a href="mailto:Jim_Hancock@kaltire.com">Jim_Hancock@kaltire.com</a> OR In Person at Kal Tire, 4761 – 46 Street, Lacombe