R.A. Malatest & Associates Ltd.

Data Collection Clerk

Competition # FM14-03

R.A. Malatest & Associates Ltd. is one of Canada's largest independently owned and operated research and program evaluation firms with more than 70 dedicated research professionals and 100 or more part-time surveying staff members, all working to provide quality research that contributes to positive social and economic change across Canada. Our company has national office locations in Halifax, Toronto, Ottawa, Edmonton and Victoria.

R.A. Malatest & Associates Ltd. offers diverse research project opportunities in the field located at a variety of dynamic data collection work assignment locations. Currently, we are seeking Surveyors (Data Collection Clerks) for a temporary field work research assignment running in Fort McMurray from middle of September to the end of October 2014.

Posted: **August 15th, 2014** **Closing Date:** **October 31st, 2014**

Location: **Fort McMurray, Alberta**

Hours of Work: Up to 44 hours per week; various shifts and hours of work available - shifts and hours scheduled will vary based on project requirements; Competitive rate of pay; An ability to work overtime, as necessary, may be required.

Why work with us?

R.A. Malatest & Associates Ltd. is a proactive, dynamic, program evaluation and market research organization always adding new capabilities and expertise to our existing competitive advantages. Our company offers competitive private sector wages, dynamic data collection work opportunities, and research project experience that contributes to the continuous learning and development of all our staff (often due to the variety of projects and positions continuously becoming available). R.A. Malatest & Associates Ltd. is a client focused organization that meets and exceeds client expectations for the quality and integrity our research project completions are known for.

Duties will include, but are not limited to:

- Engaging people in conversation to administer a survey (series of questions) regarding travel (origin, destination, method of travel, along with other helpful answers to inform our study);
- Gathering accurate information (e.g., counting passengers and/or vehicles) and then verifying survey information while completing the desired number of data collection surveys required in order to effectively inform our research;

Expectations:

- Administering survey questionnaires for completion and gathering information according to the expectations and requirements of the project;
- Maintaining and securing accurate information and efficiently working to gather data
- Adhering to Malatest project training, established policies, procedures and project method requirements;
- Ensuring the highest quality in data collections /survey completions possible at a fast pace;

*As the nature of our work requires project to project assignments, the quantity of work available will vary based on project demands. The field work schedules are subject to change and will only retain the services of required data collection clerks for the duration of this assigned project contract. Surveyors are retained temporarily, there is no promise of permanent employment.

Qualifications:

This position reports directly to the Field Supervisor(s) of R.A. Malatest & Associates Ltd.

- Completion of high school or post-secondary education in the social sciences, information management, business administration, or related to research and/or customer service;
- Accurate and efficient document usage and engaging interpersonal communication skills;
- High level integrity in order to professionally handle confidential and/or sensitive information;
- The ability to self-start, initiate, motivate and organize responsibilities, in order to meet deadlines, work under pressure and adjust or adapt to changing task priorities;
- Strong time management, flexibility and an attention to detail are all considered essential;
- As a condition of employment on many of our research project contracts, staff members are required to adhere to Malatest privacy, security, confidentiality and quality standards, be legally entitled to work in Canada and be able to obtain security clearances with the Industrial Security Directorate Division of Public Works and Government Services Canada;

Working Conditions:

Field staff will engage in active, fast-paced, sometimes strenuous work mostly out of doors within tight deadlines. Standing for long periods of time, walking considerable distances, and travelling throughout the Fort McMurray area (to and from work), will be required. Outdoor exposure in all types of weather may occur. Attention to detail while administering surveys, reading maps, and easily engaging in conversations as this work requires going to and from local businesses within the local Fort McMurray area and speaking with the general public. Hired staff will be expected to work for the duration of this temporary project field work assignment for the hours and availability required (from September until the end of October).

How to apply?

Submit your resume and cover letter to Ms. Pamela Toovey, CHRP of Human Resources. Please quote the competition number **FM14-03** within your application and e-mail.

While we would like to thank every candidate for applying, please be advised that only shortlisted candidates will be contacted in order to book interviews and training. No calls please.

E-mail: (Word or pdf)	**Fax:**	**By Mail:**
resumes@malatest.com	1-888-384-2774	858 Pandora Ave Victoria BC V8W 1P4

R.A. Malatest & Associates Ltd. is an equal opportunity employer and will not discriminate against any employee or applicant from employment because of physical or mental disability, race, colour, religion, gender, sexual orientation or creed in regard to any position for which the employee or applicant is qualified. We are committed to ensuring employment equity within our workplaces. You are welcome to identify within your application if you belong to one of the four designated equity groups: women, Aboriginal peoples, persons with disabilities and/or members of visible minorities.

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