Job Posting
Competition No. S12-03

Posted: October 2012

Closing Date: open competition,
Hiring needs based on changing project demands

Position: Telephone Surveyor

Location(s) Hiring: Ottawa, ON
Edmonton, AB
Victoria, BC

Hours of Work: Various shifts, Monday through Sunday
Flexible shifts/hours available, from 7:00 a.m. to 11:00 p.m., mainly evening and weekend work available. Other hours also may become available to meet international project needs.

Wage Range: $10.00 to $15.00 per hour, plus vacation pay

Company Description:

Established in 1985, the Company is a full-service research organization with in-house Computer Assisted Telephone Interview (CATI) systems, Computer Assisted Web Interview (CAWI), focus group facilities, and state-of-the-art data scanning and analysis software. R.A. Malatest & Associates Ltd. has completed hundreds of research and evaluation projects for clients throughout Canada.

> *"R.A. Malatest & Associates Ltd. is a proactive, dynamic, progressive evaluation and market research organization always adding new capabilities and expertise to existing competitive advantages. We provide quality research which contributes to positive social and economic change."*

Job Information:

This is opinion research only, no selling is involved. The majority of our projects are to collect information from specific participants from our clients' programs/services. The positions offered are part-time, with flexible shifts, but are primarily available for evening and/or weekend work. These positions are ideal for retired/semi-retired persons wishing to work limited hours as well as post-secondary students seeking part-time work to supplement their income and to gain valuable experience in the social sciences field. Due to the nature of our contract-based work, fluctuations in the availability of hours may occur.

As a social research firm, the types of projects we work on include:

- university and/or college student outcomes surveys (how did respondents education or training prepare them for the future?);
- income assistance and/or job training program evaluations (did the assistance/program help respondent become employed?);
- labour market evaluations (what skills are required for industry?); and/or
- focus group studies (recruiting participants for various topics).

Typing (35+ wpm), computer familiarity and excellent verbal communication skills are essential. CATI or survey experience would be an asset.

We would prefer applicants who are fluent in English and French, or have the ability to speak English fluently along with another language (e.g. Mandarin, Punjabi, Spanish, Arabic, Cantonese, Vietnamese, Tamil, Russian, Farsi, German, Hindi, etc.). While a second language is not required, it is definitely an asset.

While we thank all applicants, only those short-listed for interviewing will be contacted.

Why work with us?

R.A. Malatest & Associates Ltd. offers competitive private sector wages and great potential for promotion due to varying positions within the firm as well as offices nationally. We strive to provide an environment with opportunities for advancement as well as for furthering your skills and abilities. Multi-tasking is essential, as well as the ability to communicate clearly over the telephone.

Submit your resume now!

Please forward your resume and cover letter via email (Word or pdf format) or fax to:

Ottawa, ON	Edmonton, AB	Victoria, BC
Attn: Mr. Luke Rowland	Attn: Mr. Supinder Perhar	Attn: Mr. Jesiah Heiberg
Fax: 613-288-1278	Fax: 780-448-9047	Fax: 250-384-2700
Email: l.rowland@malatest.com	Email: s.perhar@malatest.com	Email: j.heiberg@malatest.com

R.A. Malatest & Associates Ltd. is an equal opportunity employer and will not discriminate against any employee or applicant for 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 for employment is qualified. We are committed to ensuring employment equity in our workplace. 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 members of visible minorities.