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**YOUR JOB IS OUT THERE.
WE'LL HELP YOU FIND IT.**

Post Office Assistant - Term

Employer: Canada Post

Posted: 1 months ago

ES Job ID: 4668

Sector(s): Other

Salary: 18.44

Closing Date: May 01, 2024

Location: Massey

Duration: N/A

Job Description:

Post Office Assistant - Term

Location: Massey, ON, CA

Employment Type: On Call

Language Requirements: Bilingual Imperative (--BB)

Job ID: 178503

Job Details:

Job Requisition Id: 178503

Business Function: Retail

Primary City: Massey

Province: Ontario

Employment Type: On Call

Employment Status: Term

Language Requirement: Bilingual Imperative (--BB)

Employee Class and Level: RVSGD11 - Level 1

Number of Vacancies: 1

Salary: \$ 18.44 per hour

Job Closing Date (MM/DD/YYYY): 05/01/2024

All qualified candidates will be considered however preference will be given to Indigenous people (First Nations, Metis or Inuit) or persons with a disability. This is a special measure employment equity initiative and candidates from this group who wish to qualify for preferential consideration must self-identify.

Job Description

If you have ambition, talent and drive, consider a fast-moving career with Canada Post. We are currently seeking an on-call Post Office Assistant who will use a customer-focused approach when providing counter services to customers.

Note: The ideal candidate should reside in the community. Applicants outside the community in which the Post Office is located may be considered as needed.

Job Responsibilities

Sell postal products and service to the business community and public

Sort, distribute and process mail into appropriate classifications

Provide customers with information and forms

Address delivery and service difficulties to resolve problems thoroughly and quickly

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Other Information

Note: The ideal candidate should reside in the community. Applicants within a 50 km radius of the Post Office may be considered as needed.

As part of the selection process selected candidates will be required to complete a security screening process.
Employment Equity

Canada Post will represent Canada's diversity and provide a safe and welcoming workplace that embraces and celebrates our differences. We are committed to employment equity and encourage applications from women, Indigenous People, persons with disabilities and visible minorities.

Disability is defined as a persistent or episodic physical, sensory, or mental health condition and/or functional limitation. Disability includes both visible and hidden conditions and/or limitations that may impact vision, hearing, mobility, flexibility, dexterity, pain, learning, developmental, mental/psychological, and memory.

Conflict of Interest

The Conflict of Interest Policy prohibits employees from hiring, supervising or reporting to, directly or indirectly via the reporting hierarchy, their immediate family or close personal relations. Should you feel that you may be in an actual or potential Conflict of Interest in regard to this job opportunity, you must communicate with the designated Human Resources representative.

Accommodation

Canada Post is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by Canada Post regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential.

Important Message

Your application must clearly demonstrate how you meet the requirements as Canada Post cannot make assumptions about your education and experience. We thank all those who apply. Only those selected for further consideration will be contacted.

Our signature behaviours

Make the call - We're empowered to make decisions, respectfully challenge the status quo, and support others to do the same.

Know the destination- We understand Canada Post's strategy and goals and how we contribute to them, and we move forward with open minds when exploring new approaches.

Deliver for others - We take pride in doing our personal best, demonstrate care for others, and support and encourage them to reach their potential.

Ignite our pride- We play a role in making Canada stronger by celebrating who we are, the communities we service, and issues that matter.

Our values

Our Values have three dimensions: "We matter as individuals, We matter to one another, We matter to our country"

TRUST

I earn the trust placed in me every day, and I trust that my safety and well-being are everyone's top priority. We do our best work when we trust each other.

We value the trust Canadians have in us, and understand it is earned with every decision and interaction.

RESPECT

I understand respect is the foundation of a successful workplace.

We respect each other as colleagues and treat each other as we would like to be treated.

We respect our country and the communities we serve, and understand we have a responsibility to be a positive force for change.

DELIVER

I challenge myself to safely deliver every day because what I do matters.

We are a network of people, united by what we accomplish and deliver together.

Delivering a stronger Canada for Canadians is at the heart of what we do

Safety Sensitive Positions

This position may be considered a Safety Sensitive position and has additional requirements under the Canada Post's Substance Use Policy.

Required Skills:

High school or provincial equivalency and/or experience in business administration

Training and/or experience interacting with the public in a retail and/or service environment, including sales and cash transactions

Understanding of general or post office accounting systems.

Physically fit to lift mail containers of up to 50 lb, push or pull boxes, sort mail and stand for extended periods of time

Flexibility to be available for temporary, on-call work

Requirements:

Note: The ideal candidate should reside in the community. Applicants within a 50 km radius of the Post Office may be considered as needed.

As part of the selection process selected candidates will be required to complete a security screening process.

How to Apply:

Please apply via website

<https://jobs.canadapost.ca/job/Massey-Post-Office-Assistant-Term-ON/578542117/>