



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Post Office Assistant (bilingual) / Adjoint Du Bureau De Poste (bilingue)

|                    |                                                                                                                                                   |                          |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Job ID</b>      | <b>2A-88-7F-B5-56-B9</b>                                                                                                                          |                          |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=2A-88-7F-B5-56-B9">https://careers.indigenous.link/viewjob?jobname=2A-88-7F-B5-56-B9</a> |                          |
| <b>Company</b>     | Canada Post/Postes Canada                                                                                                                         |                          |
| <b>Location</b>    | Lac-des-Loups , Quebec                                                                                                                            |                          |
| <b>Date Posted</b> | From: 2019-03-08                                                                                                                                  | To: 2019-04-07           |
| <b>Job</b>         | Type: Fixed-term                                                                                                                                  | Category: Service Sector |
| <b>Languages</b>   | French AND English / FranÃ§ais ET De L'anglais                                                                                                    |                          |

### Description

Post Office Assistant (bilingual) â€“ temporary, on-call

Work in retail mail operations ... in Lac des Loups, QC

This temporary on-call position, with potential for permanent employment, is a great opportunity for a bilingual individual to learn about the business of mail operations, and the great jobs available at Canada Post. We offer competitive pay (\$16.71 per hour) and on-the-job training to get you up to speed.

Using a customer-focused approach in providing counter services to customers, in both French and English, you will:

- â€¢ sell postal products and services to the business community and the public

- â€¢ sort, distribute and process mail

- â€¢ provide information and forms to customers

- â€¢ resolve delivery and service problems thoroughly and quickly

Ready to explore your career potential Canada Post has one (1) temporary on-call opportunity for a bilingual Post Office Assistant in Lac des Loups, QuÃ©bec.

Job requirements (education and work experience):

- â€¢ high school diploma or provincial equivalency and/or experience in business administration

- â€¢ training and/or experience interacting with the public in a retail and/or service environment, including sales and cash transactions

- â€¢ understanding of accounting systems

- â€¢ ability to lift mail containers weighing up to 22.7 kg (50 lb), and stand for extended periods of time

- â€¢ flexibility to be available for temporary, on-call work

- â€¢ proficiency in French AND English

**FIND OUT MORE AND APPLY TODAY**

To apply for this position (Job ID J0219-0423) via the Canada Post Careers website, please click on the URL below:

<https://bit.ly/2Tyt4m1>

Canada Post is committed to employment equity and encourages applications from women,

Aboriginal people, persons with disabilities and visible minorities.

If you are contacted by Canada Post regarding a job opportunity or testing, please advise if you require accommodation.

-

Adjoint du bureau de poste (bilingue) â€“ temporaire sur appel

Travaillez dans les ventes postales au d  tail   Lac-des-Loups (Qu  bec)

Ce poste temporaire sur appel, avec la possibilit   de permanence, repr  sente une superbe occasion pour une personne bilingue d'en apprendre davantage au sujet des activit  s li  es aux op  rations postales et en ce qui concerne les excellents emplois propos  s par Postes Canada. Nous offrons une r  mun  ration concurrentielle (16,71 \$ l  Mheure) et de la formation pour vous pr  parer    assumer le r  le.

Utilisant une approche ax  e sur la client  le pour fournir des services aux clients au comptoir, en anglais et en fran  ais, vous devrez notamment :

    vendre des produits et services postaux au public et aux entreprises de la communaut  

    trier, distribuer et traiter le courrier

    fournir de l  Minformation et des formulaires aux clients

    r  soudre avec rigueur et c  li  rit   les probl  mes li  s    la livraison et aux services

Vous   tes pr  t    explorer votre potentiel de carri  re Postes Canada offre un (1) poste

temporaire sur appel d  Madjoint bilingue au sein du Bureau de poste de Lac-des-Loups, au Qu  bec.

Exigences de l  Memploi (formation et exp  rience de travail) :

    dipl  me d  M  tudes secondaires ou son   quivalent provincial et/ou exp  rience en administration des affaires

    formation et/ou exp  rience en service    la client  le dans un environnement de d  tail ou de service, incluant des ventes et des transactions au comptant

    compr  hension des syst  mes de comptabilit  

    capacit   de soulever des contenants pouvant peser jusqu  M   22,7 kg (50 livres), et de demeurer debout pendant de longues p  riodes

    disponibilit   pour du travail temporaire et sur appel

    maitrise du fran  ais ET de l  Manglais

RENSEIGNEZ-VOUS DAVANTAGE ET POSTULEZ AUJOURD  MHUI-M  SME

Pour poser votre candidature    ce poste (no de poste J0219-0423) sur le site carri  res de Postes Canada, veuillez cliquer sur l  MURL suivante :

<https://bit.ly/2NHFIKh>

Postes Canada souscrit au principe de l  M  quit   en mati  re d  Memploi et invite les femmes, les Autochtones, les personnes handicap  es et les minorit  s visibles    poser leur candidature. Le genre masculin sert uniquement    all  ger le texte et d  signe tant les femmes que les hommes.

Si Postes Canada communique avec vous au sujet d  Mune possibilit   d  Memploi ou d  Mune mise    l  Messai, nous vous prions de mentionner si vous avez besoin de mesures d  Madaptation.

## How to Apply

To apply for this position (Job ID J0219-0423) via the Canada Post Careers website, please click on

the URL below:

<https://bit.ly/2Tyt4m1>

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Pour poser votre candidature Ã ce poste (no de poste J0219-0423) sur le site carriÃ`res de Postes Canada, veuillez cliquer sur lâ€™URL suivante :

<https://bit.ly/2NHFIKh>