



# 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 – Permanent, Part-time / Adjoint Dans Un Bureau De Poste – Permanent à Temps

|                    |                                                                                                                                                   |                  |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Job ID</b>      | <b>63-2E-FF-7D-00-3C</b>                                                                                                                          |                  |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=63-2E-FF-7D-00-3C">https://careers.indigenous.link/viewjob?jobname=63-2E-FF-7D-00-3C</a> |                  |
| <b>Company</b>     | Canada Post / Postes Canada                                                                                                                       |                  |
| <b>Location</b>    | Normetal, Quebec                                                                                                                                  |                  |
| <b>Date Posted</b> | From: 2021-02-19                                                                                                                                  | To: 2021-03-18   |
| <b>Job</b>         | Type: Part-time                                                                                                                                   | Category: Retail |
| <b>Languages</b>   | French                                                                                                                                            |                  |

### Description

Post Office Assistant â€” permanent, part-time

Work in retail mail operations ... in NormÃ©tal, QC

This permanent, part-time position, with potential for full-time employment, is a great opportunity to learn about the business of mail operations and the great jobs available at Canada Post. We offer competitive pay (\$17.73 per hour) and on-the-job training to get you up to speed.

Working 4 hours per week and using a customer-focused approach in providing counter services to customers, in French, 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

Working Schedule:

Mondays â€” from 10 a.m. to 11 a.m.

Saturdays â€” from 9 a.m. to 12 noon

Ready to explore your career potential Canada Post has one (1) permanent, part-time opportunity for a Post Office Assistant in NormÃ©tal, 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), push or pull boxes, sort mail and stand for extended periods of time

- â€¢ proficiency in French

**FIND OUT MORE AND APPLY TODAY**

To apply for this permanent, part-time position (Job ID 96421) via the Canada Post Careers website, please click on the URL below:

<https://bit.ly/3s6Fe3i>

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.

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Adjoint dans un bureau de poste â€“ permanent Ã temps partiel

Travaillez dans les ventes postales au dÃ©tailâ€¦ Ã NormÃ©tal (QuÃ©bec)

Ce poste permanent Ã temps partiel, avec la possibilitÃ© de travail Ã temps plein, reprÃ©sente une superbe occasion d'en apprendre davantage au sujet des activitÃ©s liÃ©es aux opÃ©rations postales et en ce qui concerne les excellents emplois proposÃ©s par Postes Canada. Nous offrons une rÃ©munÃ©ration concurrentielle (17,73 \$ l'heure) et de la formation pour vous prÃ©parer Ã assumer le rÃ´le.

Travaillant 4 heures par semaine et utilisant une approche axÃ©e sur la clientÃ¨le afin de fournir des services au comptoir, en franÃ§ais, vous devrez notamment :

â€¢ vendre des produits et services postaux au public et aux entreprises de la communautÃ©

â€¢ trier, distribuer et traiter le courrier

â€¢ fournir de l'information et des formulaires aux clients

â€¢ rÃ©soudre avec rigueur et cÃ©lÃ©ritÃ© les problÃªmes liÃ©s Ã la livraison et aux services

Horaire de travail :

Le lundi de 10 h Ã 11 h

Le samedi 9 h Ã 12 h (midi)

Vous Ãªtes prÃªt Ã explorer votre potentiel de carriÃ¨re Postes Canada offre un (1) poste permanent Ã temps partiel pour un adjoint dans le Bureau de poste de NormÃ©tal, au QuÃ©bec.

Exigences de l'emploi (formation et expÃ©rience de travail) :

â€¢ diplÃ´me d'Ã©tudes secondaires ou son Ã©quivalent provincial et/ou expÃ©rience en administration des affaires

â€¢ formation et/ou expÃ©rience en service Ã la clientÃ¨le dans un environnement de dÃ©tail ou de service, incluant des ventes et des transactions au comptant

â€¢ comprÃ©hension des systÃªmes de comptabilitÃ©

â€¢ capacitÃ© de soulever des contenants pouvant peser jusqu'Ã 22,7 kg (50 livres), de pousser ou de tirer des boÃªtes, de trier le courrier et de demeurer debout pendant de longues pÃ©riodes

â€¢ maÃ®trise du franÃ§ais ET de l'anglais

**RENSEIGNEZ-VOUS DAVANTAGE ET POSTULEZ AUJOURD'HUI-MÃ¢ME**

Pour poser votre candidature Ã ce poste permanent Ã temps partiel (no de poste 96421) sur le site carriÃ¨res de Postes Canada, veuillez cliquer sur l'URL suivante :

<https://bit.ly/3qwypaU>

Postes Canada souscrit au principe de l'Ã©quitÃ© en matiÃ¨re d'emploi et invite les femmes, les Autochtones, les personnes handicapÃ©es et les minoritÃ©s visibles Ã poser leur candidature. Le genre masculin sert uniquement Ã allÃ©ger le texte et dÃ©signe tant les femmes que les hommes.

Si Postes Canada communique avec vous au sujet d'une possibilitÃ© d'emploi ou d'une mise Ã l'essai, nous vous prions de mentionner si vous avez besoin de mesures

dâ€™adaptation.

### **How to Apply**

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