



# 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.Link's 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  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/03

## Postmaster

|                    |   |                  |
|--------------------|---|------------------|
| <b>Job ID</b>      | <b>67-5E-E0-B6-49-29</b>  |                  |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=67-5E-E0-B6-49-29">https://careers.indigenous.link/viewjob?jobname=67-5E-E0-B6-49-29</a> |                  |
| <b>Company</b>     | Canada Post   |                  |
| <b>Location</b>    | Newton Siding, Manitoba   |                  |
| <b>Date Posted</b> | From: 2019-10-22  | To: 2019-11-21   |
| <b>Job</b>         | Type: Part-time   | Category: Retail |
| <b>Languages</b>   | English   |                  |

### Description

One permanent, part-time position in Newton Siding, MB

If you are able to provide suitable premises, fully accessible to persons with disabilities, in a central location within the community, consider this opportunity to take on the responsibility and challenge of being a community leader by representing Canada Post in your service area.

Working 16 hours per week, as Postmaster, you will promote and sell postal products and services to the public and local businesses, supervising staff and leading by example to demonstrate that Canada Post has a strong customer focus and commitment to the community in an environment of multiple priorities.

This permanent, part-time position, with potential for full-time employment, offers competitive pay and a comprehensive benefits package. The hours of service to the public will be determined by Canada Post and are subject to change under varying circumstances.

Working on a permanent, part-time basis as Postmaster in Newton Siding, Manitoba, you will:

• Manage postal revenue, assets and values

• Maintain records and prepare reports

• Sort mail to postal boxes, as required

• Liaise with the local community about Canada Post's delivery service and products

• Operate the post office with due diligence and efficiency, keeping it neat, clean and presentable.

Job requirements (education and work experience):

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

• Proficiency in English

• Experience interacting with the public in a retail or service environment, including sales and cash transactions

• Physical 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

• Knowledge of regulations, methods and procedures for processing mail and providing postal services.

**FIND OUT MORE AND APPLY TODAY**

To apply for this job (Job ID 21791) via the Canada Post Careers website, please click on the URL below:

<http://bit.ly/35L4y4f>

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.

Des renseignements en français sur ce poste permanent à temps partiel à Newton Siding, au Manitoba (no de poste 21791) sont disponibles en ligne à [postescanada.ca/carrieres](http://postescanada.ca/carrieres) (voir les postes vacants sous « Possibilités d'emploi actuelles »).

### How to Apply

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