



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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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/03/29

Representative, Mail Room & Reception (Temporary - 6 Months)

Job ID 87-0D-57-A0-BC-65

Web Address

<https://careers.indigenous.link/viewjob?jobname=87-0D-57-A0-BC-65>

Company	PSP Investments
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Location	Montreal, Quebec
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Date Posted From: 2023-03-17 To: 2023-05-16

Job Type: Full-time Category: Finance

Languages

Description

ABOUT US

We're one of Canada's largest pension investment managers, with CAD\$230.5 billion of net assets as at March 31, 2022.

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We invest funds for the pension plans of the federal public service, the Canadian Forces, the Royal Canadian Mounted Police and the Reserve Force. Headquartered in Ottawa, PSP Investments has its principal business office in Montreal and offices in New York, London and Hong Kong.

Capturing and leading complex global investments requires us to work as one to seize valuable opportunities, in close collaboration with some of the world's top companies. At PSP, you'll join a team of motivated and engaged professionals, dedicated to propelling our organization further than ever before.

EXPERIENCE THE EDGE

At PSP, we encourage our employees to grow, forge powerful relationships, contribute and fuel inspired investment launchpads. We are committed to a culture that fosters collaboration and allows us to think beyond, in an interconnected way. We advocate for our employees to speak-up, learn, experiment, share, and be part of an inclusive work environment where diversity is embraced.

ABOUT YOUR ROLE

As a Representative, Mail Room & Reception, you'll:

Mail & Courier Services

- Pick up Canada Post mail from PO box daily
- Process, sort and deliver all incoming mail pieces
- Perform six (6) scheduled daily interoffice delivery "runs" within the facility to and from on-floor stations to deliver incoming mail/ couriers/ interoffice packages
- Receive all inbound couriers and enter them into the mail scan solution
- Audit received goods against PO; release; follow up with Accounts Payable as needed
- Notify recipient(s) by phone of any 'urgent' inbound courier packages upon arrival; determine ad-hoc immediate delivery or delivery on next scheduled run

- Deliver all inbound courier packages received by 4:00pm on the same day of receipt
- Provide for 'urgent' retrieval and delivery requests by dispatching a staff member as soon as possible
- Process all outbound Canada Post mail and courier packages following end user instruction
- Liaise with Canada Post and Courier service providers (Purolator, FedEx, etc.)
- Deliver inbound newspapers throughout the office
- Manage replenishment of Canada Post funds for postage meter; maintain postage tracking records

Office Supply Management

- Monitor supply inventory levels and re-order supplies as inventory levels meet the established re-order point
- Submit general office supply order using Customer-approved vendor(s)
- Verify orders received against invoices and return any product received in error
- Deliver requested office supplies to end users daily upon receipt of inbound shipment

Temporary access card management

Scanning and printing service

Reception Relief, provide reception coverage when needed

Answer various service requests

Perform all tasks related to the Administrative Services mission

Documentation of procedures and Continuous improvement

WHAT WE'RE LOOKING FOR

- Good organization skills
- Customer focus
- Effective communication skills, both written and spoken
- Good judgment, discretion and courteous attitude
- Demonstrated initiative
- Attention to detail and rigorous approach
- Ability to work collaboratively, cultivating meaningful relationships with colleagues and clients
- Open-mindedness and active listening skills
- Punctuality
- Respect for differences of opinion and an inclusive mindset

WHAT YOU'LL NEED

- Technical requirements (e.g. Excel, MS Office)
- Bilingualism required
- Education level, Diploma of Collegial Studies, an asset.

We offer a tailored employee experience and competitive total rewards and benefits package* designed to attract and retain global diverse talent, reward performance, and reinforce business strategies and priorities. Beyond salary and incentive pay eligibility, you have access to:

- A flexible hybrid work model with a mix of in-office and remote days based on business groups, teams, and roles
- A hybrid allowance to support any hybrid related needs
- Competitive pension plans
- Comprehensive group insurance plans
- Unlimited access to virtual healthcare services and wellness programs
- Generous and inclusive paid family leave

- Vacation days available on day one with additional days on milestone service anniversaries, and summer Friday afternoons off

- Investment in career development

*Benefits package may vary based on your employee type.

At PSP, we aim to provide an inclusive workplace where we leverage diversity and where everyone feels valued, safe, respected and empowered to grow. As part of this leadership commitment, we strongly encourage applications from all qualified applicants and strive to offer an inclusive and accessible candidate experience. If you require any accommodation for any part of the recruitment process, please let us know.

Visit us on www.investpsp.com/en/

Vaccination: We are committed to a healthy and safe work environment. As a Canadian Crown Corporation with offices around the world, we adhere to Canadian and local government guidelines regarding COVID-19. Vaccination is not currently a mandatory employment criteria. However, this is subject to change, depending on Canadian and local government guidelines.

How to Apply

Click "Apply Now"