



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:

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Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/02

Post Office Assistant - Term - Nakina / Adjoint Dans Un Bureau De Poste - Durée Déterminée-Nakina

Job ID	AC-57-76-32-2B-0C	
Web Address	https://careers.indigenous.link/viewjob?jobname=AC-57-76-32-2B-0C	
Company	Canada Post	
Location	Nakina, Ontario	
Date Posted	From: 2021-09-10	To: 2021-11-09
Job	Type: Full-time	Category: Service Sector
Job Salary	17.79 HR	
Languages	Englisch	

Description

Employment Type: On Call

Job Requisition Id: 113901

Business Function: Retail

Employment Type: On Call

Employment Status: Term

Language Requirement: Bilingual Imperative (--BB)

Employee Class and Level: RVSGD11 - Level 1

Working Hours: On call

Number of Vacancies: 1

Position Reports To: DAVID REGINATO

Area of Competition: Ontario Area

All qualified candidates will be considered however priority will be given to an Indigenous / Aboriginal (First Nations, Metis or Inuit) person.

All qualified candidates will be considered however priority will be given to a person with a disability .

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

DÃ©tails d'emploi:

NumÃ©ro de la demande d'emploi : 113901

Fonction administrative : Vente au dÃ©tail

Ville principale : Nakina

Province : Ontario

Type d'emploi : Sur appel

Statut d'emploi : PÃ©riode d'Ã©tÃ©

Exigences linguistiques : Bilinguisme impÃ©ratif (--BB)

Classification et niveau d'emploi : RVSGD11 Ã© Niveau 1

Heures de travail : En garde

Nombre de postes vacants : 1

Salaire : 17,79 \$

Poste relevant de : DAVID REGINATO

Zone de concours : Zone de l'Ontario

Description de l'emploi

Si vous avez de l'ambition, du talent et de la motivation, pensez à une carrière prometteuse à Postes Canada. Nous sommes actuellement à la recherche d'un adjoint dans un bureau de poste en disponibilité qui adopte une approche axée sur le client lorsqu'il assure le service au comptoir pour la clientèle.

Remarque : Le candidat idéal devrait habiter dans la collectivité en question. Les candidatures des personnes qui ne vivent pas dans la collectivité du bureau de poste pourraient être prises en considération au besoin.

Responsabilités professionnelles

vendre des produits et des services postaux aux entreprises et à la population;

trier, distribuer et traiter correctement le courrier;

fournir aux clients des renseignements et des formulaires;

s'occuper des difficultés liées à la livraison et au service pour résoudre rapidement et complètement les problèmes.

Experience

Qualifications

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

Critères d'admissibilité

Diplôme d'études secondaires ou équivalent provincial, ou expérience en administration des affaires

Formation et/ou expérience liée à l'interaction avec le public dans la vente au détail et/ou le milieu du service, entre autres, la vente et les transactions en espèces

Compréhension des systèmes de comptabilité ordinaires ou des bureaux de poste

Forme physique suffisante pour soulever des conteneurs de courrier pesant jusqu'à 50 lb, pousser ou tirer des boîtes, trier le courrier et rester debout pendant de longues périodes

Flexibilité afin d'être disponible pour des tâches temporaires en disponibilité

How to Apply

Click "Apply Now"