



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

Postal Clerk – Sales & Operations / Commis Des Postes – Ventes Et Opérations

Job ID BF-1A-74-60-6D-0F

Web Address

<https://careers.indigenous.link/viewjob?jobname=BF-1A-74-60-6D-0F>

Company Canada Post/Postes Canada

Location Malartic, Quebec

Date Posted From: 2018-11-13 To: 2018-12-13

Job Type: Fixed-term Category: Service Sector

Languages French/français

Description

Postal Clerk – Sales & Operations, Temporary on-call

One (1) position available in Malartic, QC

This temporary on-call role with potential for permanent employment is a great opportunity to learn about the business of mail operations, as well as the great jobs available at Canada Post. As a self-starter with a flexible schedule, you will have the opportunity to work a variety of shifts, including days, evenings, overnights and weekends. We offer competitive pay (\$19.86/hour), and on-the-job training to get you up to speed.

Experience the dynamic mail operations and retail environment only Canada Post can offer. As a Postal Clerk, you will:

- Perform a variety of sales/customer service activities to ensure complete customer satisfaction
- Operate a computer point-of-sale system and, as applicable, mail-processing equipment
- Maintain floor displays
- Conduct merchandizing and inventory control
- Maintain a high level of postal products, services and delivery knowledge
- Process financial transactions (cash, cheques, debit & credit card payments)
- Receive, sort, sequence and batch mail items
- Transport mail between floors/sections using rolling or motorized equipment, where applicable
- Operate a computer to key in data, when applicable
- Review mail items for address accuracy, proper postage, etc.

Ready to explore your career potential Canada Post has one (1) temporary on-call opportunity for a Postal Clerk in Malartic, Québec.

Job requirements (education and work experience):

- Proficiency in French
- Ability to stand in one place for up to 3.5 hours at a time, handle mail items weighting up to 22.7 kg (50 lb), carry mail items weighing up to 15.9 kg (35 lb) and bend, reach, lift, etc.
- Experience in customer service in a retail environment
- Experience in sales and working in a production environment, an asset
- Ability to work a variety of shifts

To apply for this temporary on-call position (Job ID 14601) via the Canada Post Careers website, please click on the URL below:

<http://bit.ly/2qFf0Hr>

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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Commis des postes â€“ Ventes et opÃ©rations (temporaire sur appel)

Un (1) poste disponible Ã Malartic (QuÃ©bec)

Ce rÃ´le temporaire sur appel offrant des possibilitÃ©s de permanence est 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. Si vous Ãªtes une personne entreprenante dont lâ€™horaire est flexible, vous aurez lâ€™occasion de travailler pendant divers quarts, y compris le jour, le soir, la nuit et la fin de semaine. Nous offrons un salaire concurrentiel (\$19,86 lâ€™heure) et de la formation sur le tas pour vous prÃ©parer Ã assumer le rÃ´le.

Faites lâ€™expÃ©rience de lâ€™environnement dynamique des opÃ©rations et ventes postales que seule Postes Canada peut offrir. En tant que commis des postes, vous devrez :

- â€¢ RÃ©aliser diffÃ©rentes activitÃ©s dans les domaines de la vente et du service Ã la clientÃ¨le pour garantir la satisfaction totale de la clientÃ¨le

- â€¢ Utiliser un systÃ©me de point de vente informatique et, au besoin, du matÃ©riel de traitement du courrier

- â€¢ Placer la marchandise dans les prÃ©sentoirs

- â€¢ Assurer le contrÃ´le des stocks et le merchandising

- â€¢ Maintenir un degrÃ© de connaissance Ã©levÃ© quant aux produits postaux, aux services et Ã la livraison

- â€¢ Traiter les transactions financiÃ¨res (argent comptant, chÃ©ques, paiements par dÃ©bit et par carte de crÃ©dit)

- â€¢ Recevoir, trier et classer de maniÃ¨re sÃ©quentielle des envois, et crÃ©er des lots

- â€¢ Transporter du courrier dâ€™un Ã©tage ou dâ€™une section Ã lâ€™autre Ã lâ€™aide de matÃ©riel roulant ou motorisÃ© sâ€™il y a lieu

- â€¢ Utiliser un ordinateur pour entrer des donnÃ©es sâ€™il y a lieu

- â€¢ VÃ©rifier lâ€™exactitude de lâ€™adresse des envois, lâ€™affranchissement suffisant et autre

Vous Ãªtes prÃªt Ã explorer votre potentiel de carriÃ¨re

Postes Canada offre un (1) poste temporaire sur appel pour un commis des postes Ã Malartic, au QuÃ©bec.

Exigences de lâ€™emploi (formation et expÃ©rience de travail) :

- â€¢ La maÃ®trise du franÃ§ais

- â€¢ La capacitÃ© de vous tenir debout Ã un endroit pendant 3,5 heures Ã la fois, de manipuler des envois pouvant peser jusquâ€™Ã 22,7 kg (50 lb), de transporter des envois pouvant peser jusquâ€™Ã 15,9 kg (35 lb) et de vous pencher, dâ€™atteindre et de soulever des articles, et autre

- â€¢ De lâ€™expÃ©rience du service Ã la clientÃ¨le dans un milieu de vente au dÃ©tail

- â€¢ De lâ€™expÃ©rience de la vente et de travail dans un milieu de production (un atout)

â€¢ La capacit  de travailler pendant divers quarts

Pour poser votre candidature   ce poste temporaire sur appel (no de poste 14601) sur le site carri res de Postes Canada, veuillez cliquer sur lâ€™URL suivante :

<http://bit.ly/2qEDoJc>

Postes Canada souscrit au principe de lâ€™ quit  en mati re d emploi 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 une possibilit  d emploi ou d une mise   lâ€™essai, nous vous prions de mentionner si vous avez besoin de mesures d adaptation.

How to Apply

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