



# 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.

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Toll Free Phone: (866) 225-9067  
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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/12

## Post Office Assistant

|                    |   |                         |
|--------------------|---|-------------------------|
| <b>Job ID</b>      | <b>CE-7B-B3-2E-25-83</b>  |                         |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=CE-7B-B3-2E-25-83">https://careers.indigenous.link/viewjob?jobname=CE-7B-B3-2E-25-83</a> |                         |
| <b>Company</b>     | Canada Post   |                         |
| <b>Location</b>    | Fort Smith, Northwest Territories   |                         |
| <b>Date Posted</b> | From: 2024-03-06  | To: 2024-03-31          |
| <b>Job</b>         | Type: Full-time   | Category: Miscellaneous |
| <b>Job Salary</b>  | \$19.85/Hour  |                         |
| <b>Languages</b>   | English Essential   |                         |

### Description

If you have ambition, talent and drive, consider a fast-moving career with Canada Post. We are currently seeking a part-time 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

#### 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

#### Other Information

Note: The ideal candidate should reside in the community. Applicants within a 50 km radius of the Post Office may be considered as needed.

As part of the selection process selected candidates will be required to complete a security screening process.

### How to Apply

Click "Apply Now"

All qualified candidates will be considered however preference will be given to Indigenous people (First Nations, Metis or Inuit) or persons with a disability. This is a special measure employment equity initiative and candidates from this group who wish to qualify for preferential consideration must self-identify.