

NOW HIRING

POST OFFICE ASSISTANT

A Stronger Canada – Delivered.



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

We're looking for On-Call Post Office Assistant in your community

Job responsibilities include:

- Sell postal products and service to the business community and public
- Sort, distribute and process mail
- Provide customers with information and forms
- Address delivery and service difficulties to resolve problems thoroughly and quickly

Qualifications:

- High school diploma/provincial equivalent and/or experience in business administration
- Training and/or experience in a retail environment, including sales and cash transactions
- Be able to lift 50 lb, push or pull boxes and stand for extended periods of time
- Be available to work on call.
- Bilingual (English / French)



To find out more and apply, visit www.canadapost.ca/careers and reference Job ID 175451.

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