

# Titre d’emploi: Postal Clerk

Job Requisition Id: 103204  
Business Function: Operations Support  
Primary City: Rimouski  
Other Location(s):  
Province: Quebec  
Employment Type: On Call  
Employment Status: Temporary  
Language Requirement: French Essential  
Number of Vacancies 2  
Salary: 21,80\$  
Job Closing Date (MM/DD/YYYY): 08/31/2021

## Job Description

Experience the dynamic mail operations environment only Canada Post can offer. 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. This temporary on-call position is a great opportunity to learn about the business of mail operations, as well as the great jobs available at Canada Post.

## Job Responsibilities

The successful candidate will:

- Operating and shuttling of corporate vehicles
- Operation of material handling equipment
- Receiving and accepting mail items
- Sort, scan and sequence and batch mail items
- Transferring and loading of a postal truck
- Transfers and dispatching of parcels and packets
- Completes reports and documentation

## Job Responsibilities (continued)

- Maintain a satisfactory safe driving record and their appropriate class of provincial driver’s license during their employment with Canada Post when operating a corporate vehicle
- Lift mail items weighing up to 22.7 kilograms (50lbs)
- Perform other postal clerk duties as required
- Performance a variety of sales/customer service activities to ensure complete customer satisfaction

## Qualifications

- No Experience necessary
- Experience working in a production environment is an asset

## Other Information

You will be required to pass pre-employment tests and an interview.

CANDIDATES WILL BE REQUIRED TO PROVIDE:

- A character reference letter

## Safety Sensitive Positions

This position may be considered a Safety Sensitive position.

## Employment Equity

Canada Post is committed to employment equity and encourages applications from women, Aboriginal people, persons with disabilities and visible minorities.

## Conflict of Interest

The Conflict of Interest Policy prohibits employees from hiring, supervising or reporting to, directly or indirectly via the reporting hierarchy, their immediate family or close personal relations. Should you feel that you may be in an actual or potential Conflict of Interest in regard to this job opportunity, you must communicate with the designated Human Resources representative.

## Accommodation

If you are contacted by Canada Post regarding a job opportunity or testing, please advise if you require accommodation.

## Important Message

Your application must clearly demonstrate how you meet the requirements as Canada Post cannot make assumptions about your education and experience. We thank all those who apply. Only those selected for further consideration will be contacted.

## Our Values

Canada Post’s corporate values reflect the principles, beliefs and aspirations that guide our behaviour and shape our culture.

**Transformation** – We will innovate and transform to win in the marketplace.

**Customer** – We serve Canadians with pride and passion.

**Integrity** – We act responsibly and with integrity.

**Respect** – We treat each other with fairness and respect.

**Safety** – We are committed to a safe and healthy environment for all our stakeholders.