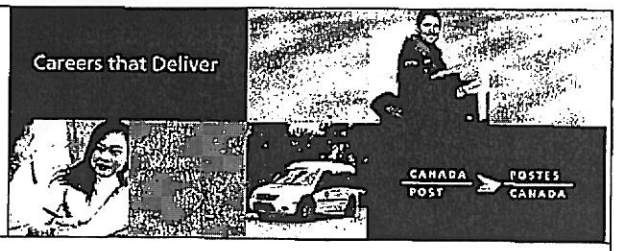
# Job opportunity




## Post Office Assistant – Term employment

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|---|---|
| **Job ID:** | J1011-0231 |
| **Category:** | Retail |
| **Location:** | Castor PO |
| **City / Province:** | Castor, Alberta |
| **Employment Type:** | Term, Part-time |
| **Salary:** | $17.99 /Hour |
| **Job Closing Date: (dd/mm/yyyy)** | 30/10/2011 |
| **Language Requirement:** | English essential |

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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-focussed approach when providing counter services to customers.

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

**The successful candidate will:**

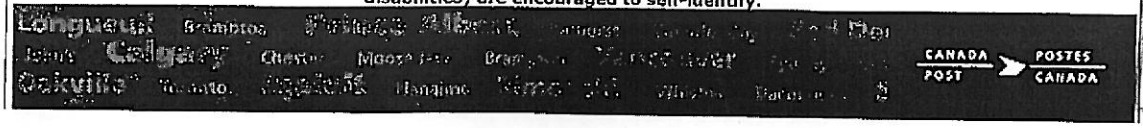
- Sell postal products and service to the business community and public
- Sort, distribute and process mail into appropriate classifications
- Provide customers with information and forms
- Address delivery and service difficulties to resolve problems thoroughly and quickly
- On occasion, set postage meter machines

**Job requirements (Education and Work experience):**

- 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 30 kilograms, push or pull boxes, sort mail and stand for extended periods of time
- Flexibility to be available for temporary, on-call work

To apply for this job, please visit our careers site www.canadapost.ca/careers, search for the Job ID listed above, and apply online. If you do not have access to the Internet, you may access free public resources such as Employment Centers, Community Centers, Public Libraries. Or for Service Canada Centre locations, call 1-800-O-CANADA (1-800-622-6232).

**Canada Post is committed to achieving a diverse workforce that mirrors the Canadian labour force. As a result, candidates from the four Equity groups (women, Aboriginal peoples, members of visible minorities and persons with disabilities) are encouraged to self-identify.**




POST OFFICE / BUREAU DE POSTE
CASTOR AB
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