

FINDING WORK



Canada Post

The Company

Canada Post has provided the residents of Vermilion and area with postal service for 100 years and the company has been recognized as a Top 100 Employer for four consecutive years: 2007, 2008, 2009 and 2010. You will work for a company that values communication, honesty and mutual respect. Canada Post is committed to undertaking measures to achieve a representative workforce that reflects the Canadian labour market, while maintaining fair, equitable and accessible employment policies for all.

Canada Post's vision is to be a world leader in providing innovative physical and electronic delivery solutions, creating value for its customers, employees and all Canadians. As part of its value system, Canada Post is committed to its Code of Conduct.

The Work

The Vermilion Post Office employs people in the following positions: Delivery Clerk, Retail Counter Staff and Rural/Suburban Mail Carriers.

Sample Positions

Postal Clerk – Collection & Delivery

The successful candidate will:

- Receive, process and distribute mail in a busy plant environment
- Direct mail to appropriate sections for processing and dispatch
- Operate mechanized sorting machines



Have the following education and work experience:

- High School Diploma or provincial equivalent (GED)
- Experience performing warehousing/stock control, production/assembly and materials handling
- Proven track record of performance and reliability
- Ability to handle bags and containers of mail weighing up to 22.7 kilograms (50 lbs)
- Flexible schedule to work on-call and weekends

Post Office Assistant – Retail

The successful candidate will:

- Sell postal products and service to the business community and public
- Sort, distribute and process mail into appropriate classifications



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

- Provide customers with information and forms
- Address delivery and service difficulties to resolve potential problems thoroughly and quickly
- On occasion, set postage meter machines

Have the following education and experience:

- High School or provincial equivalency and/or 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

Letter Carrier

The successful candidate will:

- Load and unload mail bags, and be adept at sorting, collecting and delivering mail items within a specified area either on foot or by vehicle, in a safe and timely manner
- Meet time schedules, maintain records, carry a satchel loaded up to 15.9 kilos (35 lbs), handle mail in all kinds of weather and traffic conditions for long periods of time
- File change of address cards and redirect mail
- Obtain signatures for registered mail and collect money for CODs
- Load/unload postal truck, collect mail en route, look after keys, obtain gas, and complete inspection form and log book
- Have strong communication skills and organizational abilities
- Communicate and liaise with customers and the general public and work with minimal supervision
- Perform other duties as required

Have the following education and work experience:

- High School Diploma or provincial equivalent (GED) preferred
- Experience working with the public and in making deliveries
- Proficiency in maintain records, preparing routine reports, organizing material
- Exceptional customer service skills
- Handling cash transactions

Other information about this job:

- Must have held a full and valid provincial Driver's Licence and safe driving record for the last two years
- Provide a current driver's abstract for the past two years (obtained from the Ministry of Transportation) dated within the last 30 days
- Pass pre-employment assessments, including a physical assessment, interview, security screening, and eye and road test.

To see other job descriptions check the Careers link at www.canadapost.ca/careers.

Salary and Benefits

Canada Post continues to align itself with the latest competitive pay levels in the market place. Candidates may be asked to provide their salary expectations as part of the online process.

Canada Post is a unionized environment with the Canadian United Postal Workers (CUPW). For unionized positions, salary information is available from the person listed on the posting for additional information.

How to Apply

Interested applicants **must apply online** at www.canadapost.ca/careers, and click on the “Current Opportunities” on the Careers home page. You will be directed to a page where you are asked to select the geographic location. Click on the relevant location, and begin searching for jobs by City, Keyword, Job ID or Category. You will also be asked to create a profile for recruiters to review. You can also create a Career Alert that will inform you whenever a new job that matches your criteria is posted. You are welcome to apply for more than one job at a time. For further information, please refer to the website. Please note that Canada Post will no longer accept faxed applications. Applicants are advised that Canada Post will not accept applications or résumés made in person.

Note: Candidates must clearly demonstrate IN THEIR COVER LETTER/RESUME how they meet the education and experience factors listed in the qualifications. Failure to provide this information will result in your application being rejected.

If you are a person with a disability that prevents you from applying on line, please contact the Canada Post help-line at 1-877-427-7717.

Applicants who apply on line will receive an acknowledgement of receipt for an on-line application as soon as they create a profile and apply for a job by completing the pre-screening questions and click on the submit button. Follow the links on the website to **Careers/frequently asked questions** for more information.

Minimum Educational Requirements

Applicants for outside positions must have a minimum of Grade 10. All inside workers must have completed Grade 12.

Hiring Process

A recruitment consultant will contact you if your application is being moved to the next stage of the recruitment process. If you are being considered for an interview, you will typically receive either a telephone call or an email from the Human Resources representative or the hiring manager. Canada Post’s Employee Relations Department will also administer a general aptitude test to applicants who have successfully passed the screening process.

Applicants will be assessed or interviewed at least twice before a hiring decision is made. Applicants will also be interviewed by the Area Superintendent.

Successful applicants must successfully complete a six-month probationary period, and criteria and expectations are reviewed monthly during this period.