

Employment Opportunities



Position: Postal Clerk
Service Area: Siksika Post Office / Employee Services
Location: Siksika Nation Tribal Administration
Salary: Based on Education and Experience
Date Posted: March 8, 2024
Closing Date: March 22, 2024
Competition Number: ESSPC-01-03-08-24

POSITION SUMMARY:

Distributing and processing mail in accordance with Canada Post Corporation rules and regulations for the Siksika Postal Outlet. Compile information concerning postal transactions. Organize, schedule, and control postal services.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Must pick up and deliver mail daily to the Gleichen Post Office.
- Handling, sorting, and distributing mail to ensure compliance with postal regulations and practices.
- Making sure that addresses are correct on incoming mail.
- Weighing letters and parcels to determine postage. Selling postage stamps, envelopes, Priority Couriers, and other postal services (ex. Key making, phone cards, Xpresspost, flyer distribution, etc.)
- Completing various financial, monthly and revenue reports. Computing postal costs and balancing daily totals. Collect, safeguard and account for postal revenues.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Knowledge of products and services offered by Canada Post Corporation.
- Knowledge of the geographic area of the postal region served.
- Must be familiar with the regulations, methods, and procedures for processing mail and providing postal services.
- Knowledge of Post Office accounting systems and general office management practices.
- Excellent communication skills in working with co-workers and the public.
- Ability to deal with customer concerns with tact and diplomacy.
- Must be dependable, reliable, punctual, and co-operative.
- Knowledge of Microsoft Office Suite applications.
- Knowledge of Point of Sale (POS) for transactions.

Education and Experience

- Grade 12 High School Diploma or equivalent required.
- One-year Office Administration or related experience required.

Other:

- General knowledge of the Siksika Nation Culture and some ability to communicate in the Siksika Language.
- Valid Class 5 Driver's License and reliable transportation.
- Criminal Record Check Required

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.

CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.