



SAGAMOK
ANISHNAWBEK

4007 Espaniel Street, Box 2230
Sagamok, ON, P0P 2L0

705-865-2421

www.sagamokanishnawbek.com



Built on the foundation of Mino-Biimaadziwn (Living a Good Life), enriched by our culture, and empowered by the voices of past, present and future generations.

PERMANENT PART – TIME EMPLOYMENT OPPORTUNITY
POSTAL CLERK - Sagamok Development Corp.
Salary Range: \$22.24 / hour

JOB SUMMARY:

We are currently seeking an enthusiastic Postal Clerk who will work in a retail outlet and provide excellent service to all our customers

POSITION DUTIES:

- Perform a variety of sales/customer service activities to ensure complete customer satisfaction
- Operate a computerized point of sale system
- Maintain a high level of postal products, services and delivery knowledge
- Process financial transactions (cash, cheques, debit & credit card payments)
- Receive, sort and sequence mail items
- Be able to exercise physical effort in the handling of mail items weighing up to 22.7 kilograms (50 pounds)
- Maintain floor displays
- Conduct Merchandizing and Inventory Control

TERMS AND CONDITIONS OF EMPLOYMENT:

- Sign and maintain an annual oath of confidentiality.
- Secure and maintain certification in Privacy and Confidentiality.
- Must provide a criminal record check prior to commencing employment.

COMPENSATION & BENEFITS – After Six (6) Months:

- Comprehensive benefits packages for full time employees with Employee and Family Assistance Program, MY HSA (Health Spending Account)
- Registered Retirement Plan (employer matching option)

QUALIFICATIONS:

- Experience in customer service in a retail environment
- Sales experience is an asset
- Additional: pre-employment testing, security screening & successful interview

Qualified candidates are invited to submit their cover letter, resumé, credentials, and three work related References (email addresses) through the Online BambooHR process or mail to:

Attn: Human Resources
Sagamok Anishnawbek, P.O. Box 2230, Sagamok, Ontario, P0P 2L0
Fax: (705) 865-3307
By: **Until Filled.**

Online BambooHR: <https://sagamokanishnawbek.bamboohr.com/careers/126>

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.