



CONSTANCE LAKE FIRST NATION

P.O Box 4000

CONSTANCE LAKE, Ontario - P0L 1B0

Telephone (705) 463-4511 – Fax (705) 463-2222

General e-mail: clbo@clfn.on.ca

Website: www.clfn.on.ca

JOB POSTING

Postal Clerk – Part-time/Casual

OVERVIEW:

Constance Lake First Nation is seeking an individual to fill the position of the Part-time/Casual Postal Clerk to be available on short notice to replace the regular Postal Clerk. This is a permanent part-time/casual position.

PREFERRED REQUIREMENTS:

- Minimum of Grade 10 or equivalent education or training
- Excellent computer, written and communication skills
- Demonstrate professionalism in public and customer relations
- Experience in office setting, filing systems and administrative duties
- Ability to work unsupervised
- Ability to report to work when required on short notice
- Ability to manage cash transactions, daily sales and reporting
- Demonstrated ability to maintain strict confidentiality and honesty
- Physically able to lift and carry items up to 30 kgs on a daily basis
- A valid driver's licence will be an asset
- Must undergo and pass a Drug Test prior to be hired
- Must be prepared to successfully pass a criminal and security background check

DUTIES AND RESPONSIBILITIES:

- Manage all aspects of the Constance Lake Postal Office as per Canada Post guidelines, policies and procedures
- Sell postal products, sort, distribute and process mail
- Prepare and complete daily financial and transaction reports
- Coordinate incoming and outgoing mail with transporter
- Training will be provided to successful candidate
- May have to drop off and pick up mail in Hearst, when needed

Please submit your resume, cover letter and 3 references either by mail, fax, in-person at the Band Office or by email to:

Samantha John-George, Employment Counsellor

Constance Lake First Nation

P.O. Box 4000

CONSTANCE LAKE, Ontario P0L 1B0

Fax: 705-463-2222

Email: samantha.john-george@clfn.on.ca

DEADLINE FOR APPLICATIONS: Tuesday, June 9, 2020 at 4:00 p.m.

While we appreciate all applicants, only those selected for an interview will be contacted.

May be extended until a successful applicant is chosen.

****A criminal reference check must be submitted with resume when applying or in process of being ordered.****