

INTERNAL - OPEN TO RRC EMPLOYEES ONLY

Mail Clerk Materials Management Full-Time Position Available

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

This competition may be used to establish a 12 month eligibility list of qualified candidates for future vacancies.

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

Duties:

Reporting to the Manager, Materials, the Mail Clerk will be responsible to sort all incoming mail; pickup and deliver mail and packages throughout the Notre Dame Campus; process parcels for shipment through the Canada Post computer system; process shipments for all campuses; meter all outgoing mail; create weekly/monthly postal reports; assist with furniture moves

Required Qualifications:

- High School diploma, an equivalent combination of education and experience may be considered
- Effective verbal communication skills
- Experience providing face-to-face customer service skills
- Strong interpersonal skills
- Team player with the willingness to learn and be trained
- Basic computer skills using Microsoft Office including Outlook, Word, Excel
- Ability to work independently and in a team setting
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning
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Assets:

- Knowledge of Notre Dame Campus layout
- Knowledge of Canada Post mailing processes
- Knowledge of postage metering

Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- Must be physically fit and have the ability to regularly lift items weighing up to 60 lbs

We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.

Competition Number: 2017-082
Closing Date: July 17, 2017
Salary Range: \$29,126 - \$39,869 per annum

Apply to Red River College by email: humanresources@rrc.ca

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or selection process, Human Resource Services will work with the applicant to meet the accommodation needs.

For more information and other employment opportunities, visit blogs.rrc.ca/hr

2055 Notre Dame Ave, Winnipeg, Manitoba, Canada R3J0J9