

JOB TITLE: Postal Clerk, Full-Time

This position is for 40 hours per week, 9 am – 6 pm, Monday to Friday.
Salary based on \$13/hour.

ABOUT TORONTO'S FIRST POST OFFICE

Toronto's First Post Office is an incorporated non-profit museum and National Historic Site, administered by the Town of York Historical Society, situated on its original site and within its original walls. Toronto's First Post Office was built in 1833 and, as the only post office in Toronto, served the rapidly growing city until 1839. Today, it is the only remaining example of a British North American post office still in operation, the only interpretive centre for the original Town of York, and welcomes visitors from all over the world.

JOB DESCRIPTION

This is a front-line position in a museum that is also a busy full-service post office and gift shop. The Postal Clerk will provide excellent customer service to visitors of the heritage facility through the provision of postal services, and retail sales through Canada Post's point-of-sale system, with efficiency and great attention to detail. In addition, the Postal Clerk will assist visitors by providing information about the facility as a historic site.

RESPONSIBILITIES INCLUDE

- Opening and closing of the museum and retail operation
- End-of-day reporting and reconciliation
- Ensures the museum remains tidy and well-supplied
- Maintains inventory of postal materials
- Keeps an inventory of all post office box holders, monitors renewal notice invoices, and promotes the rental of post office boxes.
- Sorts and distributes mail
- Maintains mail forwarding system, including sending mail regularly or as requested by customers, receiving and tracking payments.
- Follows post office procedures set out by Canada Post Corporation and additional procedures set out by the Executive Director.
- Prepares parcels and letters for dispatch to Canada Post sorting plant
- Processes sales and records transactions, including sales of postage, parcel shipments, postal box rentals, tour and workshop fees, gift shop sales, memberships and donations
- Assists visitors with the interpretation of the museum
- Front-line customer service
- Other related duties as assigned.

THE SUCCESSFUL CANDIDATE WILL

- be committed to providing superior customer service
- be reliable, personable, self-directed and detail-oriented
- have retail experience in a busy environment
- have excellent problem-solving, planning, and time-management skills
- be able to lift 50 lbs.
- be able to communicate effectively, both verbally and in writing
- experience of postal outlet operations is an asset
- a second language is an asset

- knowledge of the early history of Toronto and the Old Town Neighbourhood would be an asset.

TO APPLY

Apply with a cover letter and C.V.

By mail:

Kat Akerfeldt, Executive Director
Toronto's First Post Office
260 Adelaide St. East
Toronto, Ontario
M5A 1N1

By email:

kat@tos1stpo.com

Please enter the job title in the subject line.

APPLICATIONS DEADLINE: September 7, 2017