

JOB TITLE: Postal Clerk

This position is for 16-32 hours per week, and may include weekdays and weekends.
Salary based on \$15/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.

Toronto's First Post Office is committed to supporting a diverse environment and seeks candidates from underrepresented communities. LGBTQ2+, Indigenous, people of colour, people with a disability, and new Canadians are encouraged to apply.

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
- Provide occasional admin support for the Post Office and the Executive Director
- 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
- be familiar with Microsoft Office Suite
- experience and knowledge of Canada Post procedures is an asset
- a second language is an asset
- knowledge or an interest in the early history of Toronto, the Old Town/St. Lawrence Market Neighbourhood, stationery and/or writing materials is an asset.

PLACE OF WORK

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

TO APPLY

Apply with a cover letter and C.V.

Please enter the job title in the subject line, include your cover letter as the email body, and attach your C.V. in PDF format only. Other attachments will not be considered.

By email:

info@tos1stpo.com

Toronto's First Post Office will retain all applications for this role for 1 year from the application deadline. We thank all applicants for their interest, but only those selected for an interview will be contacted.

APPLICATIONS DEADLINE: 5:00 pm on May 17, 2021