

# EMPLOYMENT OPPORTUNITY

Mailroom/Courier Clerk  
Supply Services Branch  
Department of Highways and Public Works  
Competition No.: 09-OS04-01  
Salary: \$36,438 to \$41,767 per annum (based on 65 hours bi-weekly)

Closing Date 5:00 p.m.: July 3, 2009

This competition is for a permanent part-time position working 6.5 hours per day Monday to Friday.

Reporting to the Mail Services Supervisor this position is responsible for providing mailroom services on behalf of Yukon Government departments by providing mail delivery and pick-up services, mail processing (including the use of computers), as well as performing other related duties as required. This position requires both inside and outside duties in all types of weather.

We are currently looking for an energetic individual who will be committed to providing professional mail delivery services to Yukon Government departments. If you have quality customer and client service skills, a strong work ethic, excellent communication and organizational skills, pay attention to detail, work well under pressure, enjoy dealing with the public and working in a team environment the department would like to hear from you.

Please submit your resume clearly demonstrating the qualifications below as selection for further consideration will be based solely on the information you provide:

- Valid Yukon Class 5 driver's license (or equivalent)
- Experience driving light duty vehicles (1-1/2 ton vehicles)
- Experience providing customer service
- Previous experience making deliveries would be an asset
- Mailroom experience would be an asset
- Familiarity with computer software programs

**Condition(s) of Employment:** Valid Yukon class 5 driver's license.

**Job Requirement(s):** Ability to lift weights up to 30 kg.

A one year eligibility list will be established from this competition to fill future vacancies for identical positions in the same department and location.

Go to [www.employment.gov.yk.ca](http://www.employment.gov.yk.ca) for more information or contact Miranda Colbert at (867)456-6747 or email [Miranda.Colbert@gov.yk.ca](mailto:Miranda.Colbert@gov.yk.ca). We thank all those who apply but only those selected for further consideration will be contacted.

**Quoting the competition number, please submit your resume/application to: Yukon Government, Public Service Commission, Box 2703, 2071 - 2<sup>nd</sup> Avenue, Whitehorse, Yukon Y1A 2C6. Telephone: (867)667-5653 Fax: (867)667-5755 E-mail: [resume@gov.yk.ca](mailto:resume@gov.yk.ca)**