

# Township of Langley

<b>Job Title:</b>	Mail Clerk (up to 3)
<b>Competition Number:</b>	24-B021
<b>Employment Type:</b>	Auxiliary
<b>Pay Rate:</b>	\$26.18 - \$30.70 per hour (5 steps, 2024 rates) plus 13.5% in lieu of benefits
<b>Hours of Work:</b>	Hours of work are an as-call and as-needed basis; Monday to Friday 8:30am - 4:30pm
<b>Competition Opening Date:</b>	June 27, 2024
<b>Competition Closing Date:</b>	July 11, 2024

## Job Overview

The Township of Langley is currently recruiting up to three auxiliary **Mail Clerks** to join our team of professionals in the Corporate Administration Division. Reporting to the Manager, Corporate Administration Business Support, in this unionized position you will be expected to open, sort and deliver incoming and outgoing mail to various Township sites. If you are detail-oriented, responsible, flexible, and committed to excellence in customer service, we would like to hear from you.

## Responsibilities

- Open, sort, and prepare incoming and outgoing mail
- Drive a municipal vehicle to various sites to pick up and deliver mail, parcels, and boxes
- Operate digital postage meter, including downloading postage and performing routine machine maintenance
- Maintain a variety of reports and files
- Order supplies and liaise with suppliers as required
- Troubleshoot machinery and work with service providers for repair and maintenance of equipment
- Provide occasional relief and coverage for various departments within the division as required
- Perform related work as required

## Qualifications

- Completion of Grade 12 with some related experience; or an equivalent combination of training and experience
- Sound knowledge of principles, practices and terminology used in municipal environments
- Working knowledge of postal regulations, rates and routine business support methods and procedures
- Ability to process mail, perform related tasks and effectively communicate with internal/external contacts
- Sufficient physical strength and coordination to handle mail and packages

## Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

**Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.**

## Apply Now

Visit [tol.ca/careers](https://tol.ca/careers) to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*