



Shape a place
where people
want to be

Position Title: Mailroom Administrator

Position Status: Full-Time Regular

Department: Procurement & Real Estate Services

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T13 \$1,979.25 - \$2,317.83 bi-weekly

Our Procurement & Real Estate Services Department is seeking a Mailroom Administrator who will work in the Head Office mailroom, receiving and coordinating delivery of mail and parcels, and assisting with administrative tasks to support the Facilities and Fleet Operations groups.

You are: An independent, organized, adaptable and motivated person with exceptional customer service skills. You have excellent interpersonal and communication skills, understand postal and commercial courier services/processes, and are proficient in the use of Microsoft Office.

This role:

- Receives and organizes mail, parcels, financial documents, cheques, plans, legal documents, contracts, and other items; notifies departments of deliveries, and assists in the delivery of boxes, files and other items to other departments or storage areas as required.
- Processes mail for all departments; sorts, slots, stamps and distributes incoming mail; collects, sorts and weighs outgoing mail; operates postage machine; records registered mail; bundles items for municipal and interoffice mail delivery.
- Arranges for commercial courier services as requested by departments, and completes dispatch order documentation; as requested, provides information on delivery times and costs and traces lost items.
- Provides administrative support for fleet operations; maintains and modifies vehicle bookings; collects and distributes required forms and receipts; notifies fleet services of reported issues; assists in contacting service providers, and in coordinating vehicle pick up and drop off for cleaning and servicing needs.
- Signs out, delivers, and picks up audio visual equipment; ensures that all parts are returned and that equipment is in good working order; and assists in coordinating the repair of equipment with information technology services as required.

- Answers phone calls and responds to email enquiries regarding the work; coordinates mail and parcel deliveries with staff from various departments.
- Performs a variety administrative support tasks; prepares and maintains files and records related to the work; prints and files documents; orders and receives mailroom supplies, and reviews related invoices.
- May be required to move fleet vehicles to accommodate maintenance activities.
- Performs related work as required.

To be successful, you have:

- Completion of Grade 12, preferably supplemented by or including relevant course work, plus sound related clerical experience; or an equivalent combination of training and experience.
- Sound knowledge of established procedures for receiving, recording, processing, and distributing mail, parcels, supplies and related items.
- Sound knowledge of arithmetic, spelling and of routine clerical procedures used in the work.
- Sound knowledge of modern business office methods, procedures and software systems used in the work.
- Working knowledge of postal regulations and rates and of methods and procedures for processing mail.
- Working knowledge of the Metro Vancouver area and of local and international dispatch times.
- Ability to make decisions in accordance with applicable rules, policies, and regulations.
- Ability to process mail with accuracy and reasonable speed, to perform related clerical tasks, and to provide mail, postage and courier information.
- Ability to follow oral and written instructions, maintain simple records and perform light manual work, including lifting.
- Ability to work under general supervision and perform a variety of administrative and operational tasks to support the department.
- Ability to establish and maintain effective working relationships with staff and external contacts, and to communicate in a clear and courteous manner in written and oral format.
- Ability to operate standard office appliances, with proficiency in the use of MS Office software.
- Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a

livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovanancouver.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovanancouver.org/about-us/careers> to our Careers page where you can submit your application by August 8, 2025.