



JOB TITLE:
Freight & Mail Delivery
Assistant

DATE:	01 / 2017
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REPORTS TO:
Mailroom Lead Hand and
Supervisor

JOBS REPORTING:

DEPARTMENT: Central Stores

LOCATION: ECH

GRADE: 4

PRIMARY PURPOSE:

This position would assist with maintaining efficient mail and freight service across the campus and other local destinations.

KEY ACCOUNTABILITIES:

1.	Sort incoming freight and internal mail
2.	Deliver freight and mail to designated buildings, via full size cargo van.
3.	Pick-up freight and mail (including paper for recycling, surplus, etc) from designated buildings, for return to Central Stores for distribution.
4.	Assist with courier IUTS (Inter University Transit System) processing.
5.	Accountable for all keys in their possession.
6.	Safe and responsible operation and care of University vehicles and equipment.

POSITION REQUIREMENTS:

Education:

Some post-secondary education preferred or equivalent education and/or experience.

Experience:

1. Must be well organized and have excellent communication skills, both oral and written.
2. Must have excellent typing and computer skills.
3. Must have a valid "G" driver's license and provide a driver's abstract upon request.
4. Previous experience driving delivery vehicles including Cargo vans.
5. Previous experience using intermediate equipment features and functions such as tape guns, banding devices and shrink-wrap tools.
6. Ability to operate mail/fax equipment, including inserters, postage meters, scales.
7. Successful applicants will be required to complete training in safety, WHMIS and UW tow motor licensing.
8. Knowledge of use and practical experience using Palm scanner technology required.
9. Occasional overtime will be required.



Technical:

MS Word	Excel	PowerPoint	Other
Intermediate	Basic	N/A	Palm scanner use

NATURE AND SCOPE:

- **Interpersonal Contacts:**
Demonstrate ability to manage customer satisfaction through diplomatic handling of customer issues and changes in priority.

- **Level of Responsibility:**
 - a) Able to work with minimal supervision in different capacities.
 - b) Coach and mentor other Freight & Mail Delivery Assistants.

- **Decision-Making Authority:**

Minimal

- **Physical and Sensory Demands:**
Manually lifting items of 75 lbs. or less repetitively

- **Working Environment:**
 - a) Exposure to seasonal weather and have the ability to walk considerable distances (10 km) when required
 - b) Must be able to read job schedules, delivery labels and documents, while understanding the steps required in workflow.
 - c) Capable of performing mail/truck routes, as well as other job related tasks required in Central Stores.
 - d) Requires a considerable amount of motivation, self-discipline and ability to handle high-pressure situations.