



EMPLOYMENT TRAINING PROGRAM

JAKE'S HOUSE EMPLOYMENT TRAINING PROGRAM

Jake's House Employment Training Program is an innovative, adaptable program that supports the integration of individuals aged 16+ with autism or a developmental disability, into the workforce. The program leverages a proven recruitment method connecting businesses with well-qualified candidates who are on the autism spectrum or have developmental disabilities.

JOB TITLE: MAIL SERVICE COURIER (DZ LICENSE REQUIRED)

Company: Canada Post

Type of Role: Temporary – On-Call

Location: Ottawa

Deadline to apply: October 4th, 2024

Job Title:	Mail Service Courier	Hourly Pay:	\$22.68
Job Type:	Temporary – On-Call	Hours of Work:	As needed
Posting Date:	N/A	Closing Date:	October 4 th , 2024
Fixed Term:	Ongoing		

Overview:

Canada Post is an exciting place to work! And you can be part of it!

We deliver billions of items to Canadians each year – and you can play an integral role in making this happen. As online shopping grows, we have a number of opportunities for Class 3/D professional drivers with an appropriate provincial Air Brake Endorsement to be part of our dynamic team. As a temporary, on-call Mail Service Courier, you will join a team of drivers who are available to work locally on short notice. All drivers have an equal chance of being called for work. You will use a corporate vehicle to pick up and deliver mail and load/unload postal vehicles, ultimately playing an important role in ensuring customer satisfaction.

Does this sound like you? The role of Mail Service Courier would be a great fit if you:

- Are a safe driver
- Enjoy being behind the wheel
- Like working on your own
- Can meet deadlines
- Take pride in serving your community



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Here is what you will do:

- You will load and unload postal vehicles while keeping mail and Canada Post property safe and secure at all times
- You will collect, sort and deliver mail
- You will operate portable communications devices
- You will perform vehicle safety checks
- You will complete documentation and maintain records
- You will communicate with customers and the public
- You will shuttle corporate delivery vehicles between parking location and loading platforms to facilitate pre-loading.

Qualifications

- A valid Class 3/D driver's licence (or higher) with the appropriate provincial air brake endorsements
- A safe driving record for at least 3 years (recent driver's abstract or a commercial driver's abstract dated within the last 30 days will be required)
- The physical ability to lift mail items weighing up to 22.7 kg (50 lb)
- The availability to work on short notice

Nice to Have:

- Experience in customer service
- Experience as professional driver in commercial delivery
- Experience driving a 5 ton truck or larger

Application Process:

The first step in the recruitment process is for interested candidates to register with the Jake's House Employment Training Program. [Click here](#) to register as a candidate, and someone will be in touch with you to schedule a get to know you call, and then support your application process.

If you are already registered with Jake's House, please email jobs@jakeshouse.ca with the company name and role you wish to apply for, and a copy of your resume.

Applicants will be shortlisted for participation in the next step based on a review of each applicant assessing the likelihood of fit for the roles for which we are recruiting.



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FOR MORE INFORMATION

Please direct any questions to jobs@jakeshouse.ca

For more information about Jake's House, visit www.jakeshouse.ca

We look forward to hearing from you!