Post Office - Clerk Post Office

Emplacement(s)	Calgary, Alberta — Canada
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Texte intégral de l’offre

What began as a meat delivery business in Stellarton, Nova Scotia has grown to over 128,000 teammates at corporate-owned and franchised/affiliate store locations. Sobeys Capital Incorporated and its independently owned and operated franchise stores operate over 1,500 stores in all 10 provinces. You may know us as Sobeys, Safeway, IGA, Foodland, FreshCo, Thrifty Foods, Lawtons Drugs, Voilà, or another of our banners, but we are all one extended family.

Please note that this career opportunity is for a role at an independently owned and operated franchised/affiliate store location.

Ready to start fresh?

The Post Office Clerk is responsible for carrying out the full range of duties of the position in a professional, responsible, accurate and timely fashion. The Clerk will ensure accurate cash handling procedures at all times through company practices and actively contribute to an environment of employee and customer engagement.

Here’s where you’ll have an impact:

- Adhere to all Food Safety Protocols, Standard Operating Procedures, Health and Safety, corporate policies, and other programs and initiatives
- Provide customer service to meet customer needs
- Keep work area clean and presentable
- Process customer transactions
- Maintain accurate cash drawer while following company policies and procedures
- Maintain accurate records on all incoming parcels
- Ensure proper processing of all outgoing mail
- Adhere to and follow Canada Post Guide; including customer identification procedures
- Prepare and receive post office orders
- Increase store sales by actively promoting products
- Participate in the training of junior staff
- Order and receive stock in accordance with company inventory control procedures as required
- Maintain a clean and safe working environment as per Company requirements
- Other duties as required

What you bring to the table:

- Ability to work independently in a fast-paced environment
- Basic mathematical skills
- Ability to implement policies put forth by Canada Post
- Be the age of majority in the province of Alberta

Our affiliate and franchise stores offer teammates competitive total compensation packages that will vary by role, location and store ownership. To learn more about this opportunity—including expected range of compensation in accordance with Pay Transparency Legislation where required —please click the “I’m interested” or "Apply" button above. Individual Compensation is determined based on qualifications, experience, and internal equity within the range provided.

External websites may share our organization's job postings which includes compensation information based on similar roles and market benchmarks. These figures are provided for general comparison purposes only and are not issued or verified by our organization.

We may use Artificial Intelligence (AI) tools to support efficiencies in the candidate screening, assessment, and recruitment processes. These AI tools do not make hiring decisions on behalf of the Company, these decisions are made by our Hiring Teams.

We are committed to accommodating applicants with disabilities throughout the hiring process and will work with applicants requesting accommodation at any stage of this process.

Please note: Successful candidates will be required to provide documentation to prove their legal ability to work in the position during the onboarding process. Documentation will be assessed by the employer prior to commencement of work.

Emplacements indiqués par la source

356 Cranston Rd SE, Calgary, AB T3M 0S9, Canada

Consulter l’offre et postuler

Offre originale et candidature

Toutes les offres Sobeys

Qui nous sommes

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