

EMPLOYMENT OPPORTUNITY – Halifax
Mail Clerk (Current Term and Future Term/ Permanent Vacancies)



By working to keep Nova Scotians safe, healthy, and on the job, and supporting them when their lives are impacted by workplace injury, WCB Nova Scotia is contributing to a safer, stronger province. We provide workplace injury insurance to approximately 18,800 employers and 300,000 workers across the province. Our vision is a Nova Scotia safe and secure from workplace injury.

WCB Nova Scotia is consistently recognized as a top employer in Atlantic Canada and across Canada, including the national honour of being a Top 100 Employer and one of Canada's Most Admired Corporate Cultures.

About the Role

The WCB is seeking a service-oriented, adaptable individual to join its Benefits Administration and Support Services team as a Mail Clerk, in a term position until March 29, 2019. We are also currently conducting anticipatory recruiting for future term and permanent vacancies.

As a Mail Clerk your role is to help ensure the smooth operation of high-volume printing and delivery of mail throughout the organization. The responsibilities include: printing letters, reports, forms, labels, purchasing of postage, bulk mail-outs when required, receiving supplies, opening/sorting mail, and the handling of Registered Mail.



As safety champions, all WCB employees are responsible for following safe work procedures, using personal protective and safety equipment as required, knowing and complying with all regulations, reporting any illness or injury immediately to their manager, reporting unsafe acts and unsafe conditions and cooperating with occupational health and safety initiatives. WCB champions safety and promotes a diverse and respectful workplace. Please note that we are a scent reduced environment.

As an ideal candidate, you possess:

- Completion of an office administration program and a minimum of three years' experience as a front-line contact for internal and/or external clients, and experience working with computer software programs;
- Previous work experience in a public or private insurance, medical, safety or other related environment is an asset;
- Previous experience working in a service-oriented team environment is an asset.

Fluency in French and experience speaking French in a work environment are assets.

We offer a competitive compensation package including a salary range of **\$34,332- 42,890**.

Please email your resume and cover letter as **one** document **with your name and the job title in the document title** (Microsoft Word format) to hrdept@wcb.gov.ns.ca by 4 pm, June 28, 2017. **In the subject line of your email, please quote competition number: JV 54-17-CB Mail Clerk.**



We thank all candidates for their interest, however only those selected for an interview will be contacted.

Any offer of employment will be conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.

The WCB is an equal opportunity employer committed to supporting and developing our employees. For more information, visit our website at www.wcb.ns.ca.