



### 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+ years with autism or a developmental disability, into the workforce. The program is funded by the Ministry of Labour, Immigration, Training and Skills Development (MLITSD), and leverages a proven recruitment method connecting businesses with well-qualified candidates who are on the autism spectrum or have developmental disabilities.

### JOB TITLE: VOLUME COUNTER, MAIL OPERATIONS 1

**Company:** Canada Post

**Type of Role:** Temporary

**Location:** Ottawa

**Deadline to apply:** January 20<sup>th</sup> 2024

**About:** Canada Post Corporation's mission is to serve all Canadian residents, businesses and organizations by providing protected conveyance of messages, information and parcels throughout Canada and by providing quality value-added service that earns customers' loyalty.

**Here is what you will do:**

- Assist in preparing offices for a volume count
- Count letter mail and oversized mail in letter carrier cases on a block basis and record the total
- Complete Letter Carrier Route sampling forms, obtaining the information from letter carriers
- Weigh mail for letter carrier delivery
- Assist with analysis, using a calculator

**Qualifications**

- Grade 10 or Secondary 4
- Ability to read, write and communicate clearly and effectively
- Strong listening skills



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- Basic math skills
- Able to lift up to 23 kilograms (50 lbs)
- Available to work for a minimum of 3 hours between the hours of 6:00 am to noon
- Attention to detail, punctuality, professional demeanour
- Ability to cooperate with others and follow direction well

### **Application Process:**

The first step in the recruitment process is for interested candidates to apply to the role with Jake's House, by emailing your resume to [jobs@jakeshouse.ca](mailto:jobs@jakeshouse.ca), with the title of the job in the subject line. 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.

### **FOR MORE INFORMATION**

Please direct any questions to [jobs@jakeshouse.ca](mailto:jobs@jakeshouse.ca)

For more information about Jake's House, visit [www.jakeshouse.ca](http://www.jakeshouse.ca)

**We look forward to hearing from you!**