



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: POSTAL CLERK- HOLIDAY SEASON

Company: Canada Post

Type of Role: Seasonal Relief

Location: Ottawa

Deadline to apply: September 30th, 2024

Job Title:	Postal Clerk- Holiday Season	Hourly Pay:	\$22.68
Job Type:	Seasonal Relief	Hours of Work:	As needed
Posting Date:	N/A	Closing Date:	September 30 th , 2024
Fixed Term:	November 15 th , 2024 – January 15 th , 2025		

Overview:

Interested in earning good money over the holiday season? Canada Post is going through the most exciting period in our history. And you can be part of it!

The holiday season is our busiest time of the year, when Canadians count on us more than ever. This is a time when we typically deliver over one million parcels each day – and you can be a big part of making this happen! Working from November 15 to January 15 as a Postal Clerk, you'll help us sort holiday mail and parcels to make sure customers and businesses receive what they're waiting for.

Here is what you will do:

- You'll sort mail items into batches
- You'll operate mail-processing equipment
- You'll transport mail between floors or sections, using rolling or motorized equipment
- You'll check mail items to make sure the address and postage are correct



EMPLOYMENT TRAINING PROGRAM

- You'll enter data into a computer.

Qualifications

- The availability to work from November 15th to January 15th
- The flexibility to work shifts – days, evenings, nights and weekends
- The ability to stand in one place for up to 3.5 hours at a time
- The ability to bend, reach, lift and carry items
- The ability to read, write and speak English and/or French
- While experience is not required, it would help if you had worked previously in a warehouse or plant environment

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.

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!