



Kluane First Nation

Title On-Call Post Office & Bank Worker	Department Administration
Reports to Executive Director	Classification Permanent Part Time
Supervisory Responsibility N/A	Wage Classification LT5
	Approval Date February 2019

Summary

This position is an on-call position Monday, Wednesday & Friday 10:00 am- 3:00 pm. With TD Canada Trust the Clerk will provide consistent banking service by processing transactions in an efficient, accurate, friendly manner with the understanding and application of branch operating policies and procedures.

With Canada Post the Clerk will provide competent mail service in a timely, efficient friendly manner while adhering to Canada Post's policies and procedures.

Core Competencies

- Confidentiality
- Excellent Communication Skills
- Accountability & Dependability
- Decision Making & Judgement
- Organizing & Planning
- Working Independently in a Timely Manner
- Administering Policies, Rules and Regulations

Job Duties

- Manage TD Bank; Financial Responsibility and Accounting Procedures
- Manage Canada Post; Sort, distribute and process mail into appropriate classifications
- Displaying excellent written and verbal skills while dealing with the general public and maintaining strict confidentiality



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- Maintain accuracy and attention to detail during financial or postal transactions
- Other related Postal and Banking duties

Education/Experience

- High School Diploma or Equivalent
- Experience with Customer Service

Essential Skill

- Basic financial accounting skills
- Excellent written and verbal communication skills
- Ability to review mail items for address accuracy, proper postage and related mail requirements as per Canada Post requirements

Knowledge

- Knowledge of the Burwash community's history, culture and demographics

Office Environment Skill

- Oral and written communication skills
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to work efficiently and independently
- Basic financial skills

Certificates or Licenses

- Criminal records check
- Credit check

Work Conditions

- One person Postal and Banking office setting with an excellent security environment



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The incumbent & Executive Director agree to periodically (yearly) review this job description and may amend the duties and responsibilities herewith.

Human Resources Coordinator: I have reviewed the duties and responsibilities herewith assigned to this position.

Signature

Date

Executive Director: I have read the forgoing duties and responsibilities and understand that they are general description of the duties and responsibilities herewith assigned to this position.

Signature

Date