

EMPLOYMENT OPPORTUNITY – Halifax
Mail Clerk – Support Services
(current term, future term, and permanent vacancies)



About Us

The Workers' Compensation Board of Nova Scotia (WCB) is a dynamic organization working to build a culture of workplace safety in Nova Scotia. With a vision of a Nova Scotians safe and secure from workplace injury, the WCB provides workplace injury insurance to 18,000 employers and their 300,000 workers across the province.

For the fourth consecutive year, the WCB is proud to be named a *Top Nova Scotia Employer* and for the first time in 2011, we have been named one of the *Top 100 Employers in Canada*. We believe strongly in fostering a healthy workplace through work/life balance and continually improving workplace safety, health and wellness for the benefit of all our employees.



About the Role

The WCB is seeking a service-oriented, adaptable individual to join its Support Services team in a term position until March 30, 2012 as well as recruiting for candidates for future term and permanent vacancies.

As a Mail Clerk your role is critical to 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 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. We are a scent reduced environment. WCB champions safety and promotes a diverse and respectful workplace.



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.

An equivalent combination of relevant education and experience may be considered.

We offer a competitive compensation package including a salary range of \$31,881- 39,828.

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, **February 10, 2012**. In the **subject line of your email**, please quote competition number: **JV 02-12-CB Mail Clerk**.

Interviews for this competition will be scheduled for February.

We thank all candidates for their interest, but only those selected for interviews will be contacted.

The WCB is an equal opportunity employer committed to supporting and developing our employees. Visit our website at www.wcb.ns.ca.