

June 24, 2022

Apply Now to be an Appendix T Financial Services Project Assistant

The Service Expansion and Innovation and Change Committee (Appendix T) is currently seeking two CUPW members to assist us with our financial services project.

Starting in the spring of 2022, Canada Post will begin the national launch of its new personal loan product offered in partnership with TD.

Responsibilities

- Conduct outreach to locals, regions and retail clerks to help create a network of clerks, locals, and other CUPW committees.
- Attend working committee and Appendix T meetings.
- Attend daily briefings on project progress.
- Handle calls, meetings, occasional meetings with Canada Post and site visits as required
- Conduct site visits with various levels of Canada Post management and help coordinate schedules with locals.
- The successful candidate will be expected to be able to travel as per all travel restrictions.*
- Other relevant duties as required.

Qualifications

- Preference will be given to a bilingual member, (French and English) in both oral and written communications.
- Must be available to begin July 18, 2022. The work will be full time for the next six months at which time it will be reviewed and possibly extended.
- Must be a lead hand, assistant lead hand, counter clerk and/or peer mentor for retail at Canada Post.
- Good knowledge of retail counters, collective agreement, Appendix T, as well as employer programs and activities.
- Only CUPW members in good standing may seek this position.
- Enthusiastic, self-starter who can work well on their own and with others.
- Ability to work long hours and away from home (there may be meetings after regular work hours, shop floor and work location visits).
- Must be able to drive and have a valid driver's licence.
- Good writing, computer, and organizational skills.
- Expertise in work rules and work processes.
- Must be willing to sign a non-disclosure agreement with Canada Post.

How to Apply

Your application must be written as a cover letter and include your degree of fluency in spoken and written French and English, proficiency with Microsoft Word and Excel, and your reasons for joining the committee.

Applications must be received by e-mail or mail no later than Wednesday, July 6, 2022 by 11:59 p.m.

Appendix T Financial Services Specialist Application
Canadian Union of Postal Workers
377 Bank Street
Ottawa, ON K2P 1Y3
AppendixT@cupw-sttp.org

*Location visits are subject to CUPW travel restrictions, Canada Post policies and local COVID protocols.

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