

JOB DESCRIPTION

Position	Courier
Portfolio	Finance
Reports To	Manager of Accounting and Payroll
Location	Education Centre, RM of Sherwood
Salary Range	Courier grid, Conditions of Employment grid

JOB PURPOSE
The Courier is responsible for the efficient, timely and accurate delivery of mail and resources to and from all Prairie Valley schools and offices. Working as part of a team of support staff, this position helps to ensure that students and staff have the resources they need, when they need them.
PRIMARY RESPONSIBILITIES
<ul style="list-style-type: none"> • Conduct daily courier runs within Prairie Valley School Division to ensure schools, the Education Centre and other sites receive the information and goods they need in a timely, accurate and reliable manner. • Organize logistics of the weekly runs and suggest process improvements to maximize efficiency and improve client service. • Work collaboratively with the Shipping and Receiving Clerk to ensure materials and resources are delivered in a timely and efficient manner. • Responsibilities may be reviewed and assigned from time to time by the direct supervisor. • Other duties as assigned by the Manager of Accounting and Payroll, and Supervisors of Finance and Transportation.
KNOWLEDGE, SKILLS AND ABILITIES
<ul style="list-style-type: none"> • Ability to drive a van and other vehicles safely and confidently in a variety of weather and road conditions • Good interpersonal skills, projecting a positive image of the school division • Ability to establish and maintain effective working relationships and communication at all levels in the organization • Ability to organize and manage the delivery of high volumes of resources in an efficient manner • Ability to independently prepare routine administrative paperwork
COMPETENCIES
<ul style="list-style-type: none"> • Accountability – Takes personal ownership and responsibility for the quality and timeliness of work commitments. Follows organizational guidelines, professional standards, regulations and principles. Demonstrates reliability and integrity on a daily basis.

<ul style="list-style-type: none"> • Communication – Clearly conveys information to a variety of audiences using the tools necessary, engaging the audience to ensure the message is delivered and understood, creating a positive first impression with confidence and respect. • Teamwork – Shares knowledge and experience with team members and others and solicits input and feedback from others to help the team problem solve and solution build. Respects contributions from all team members, demonstrating cooperation, and supports team decisions. • Service Orientation – Gives superior service to both internal and external clients by displaying professional and respectful behaviour in all interactions. Demonstrates commitment to clients by providing timely and proactive service. • Confidentiality – Prairie Valley School Division employees are expected to respect the confidential nature of their positions and shall keep confidential any and all information they acquire during the course of their employment that would be reasonably considered to be personal or confidential.
<p>QUALIFICATIONS</p> <ul style="list-style-type: none"> • Grade 12 Diploma • Valid Saskatchewan Driver’s License • Minimum 3 years’ experience in a professional driving capacity
<p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • 40 hour work week spread over 4 days per week for September to June and a 40 hour week over 5 days for July and August • Conditions of Employment • Requires extensive daily travel within the school division • Requires regular physical exertion and handling of objects up to 50 lbs. on a repeated basis through the day
<p>DIRECT REPORTS</p> <ul style="list-style-type: none"> • N/A



Approved by:

Supervisor Name: Janine Blyth

Supervisor Title: Manager of Accounting and Payroll

Signature: 

Date: May 19, 2017

Deputy Director Reviewed 

Last Updated: May 2017

