UPS has several openings available for one part-time administrative assistant and several package handling positions

The positions are open to those who are:

* **Permanent residents**
* English proficiency of LINK Level 3/4 for Package Handlers
* Strong oral and written skills for Office Administrative Assistant

If you are interested, please send your resume to Eman El Atawy at eatawy@culturelink.ca.  We will forward all resumes to UPS who will invite qualified newcomer candidates for job interviews.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job title** | **Package Handler - Day 3:30 PM start(Job Number:020267)** | **Package Handler, UPS - 11:00 PM start(Job Number:035818)** | **Package Handler (Canada) - Preload (4am - 9am)(Job Number:022019)** | **Package Handler (Canada) – 6:30 -11PM (Job Number:**  **035819)** |
| **Job Description**: | The Package Handler loads and unloads packages into or out of UPS vehiclesPermanent Part-time, Shift start time 3:30 PM  | The Package Handler loads and unloads packages into or out of UPS vehicles.  Permanent Part-TimeShift Start time 11:00 PM  | The Package Handler Preload loads and unloads packages into or out of UPS vehicles Permanent Part-TimeShift Start time 4:00AM | The Package Handler Preload loads and unloads packages into or out of UPS vehicles Permanent Part-TimeShift Start time 6:30PM |
|  | Monday to Friday (Full 5 days of the week), 3-5 hour shifts | Monday to Friday (Full 5 days of the week), 3-5 hour shifts | Monday to Friday (Full 5 days of the week), 3-5 hour shifts | Monday to Friday (Full 5 days of the week), 3-5 hour shifts |
| responsibilities include the following: | • Learning and properly executing UPS package handling methods• Loading and unloading UPS packages into trailers or package cars in a warehouse environment (must be able to handle packages up to 70lbs) | * Learning and properly executing UPS package handling methods
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 |
| **Requirements:** | * Warehouse experience an asset
* Able to lift up to 70lbs(32 KG) unassisted
* Ability to work in a fast paced environment
* Positive attitude and have ability to work in a team environment
* Available to work daily, Monday through Friday
 | * Warehouse experience an asset
* Able to lift up to 70lbs(32Kg) unassisted
* Ability to work in a fast paced environment
* Positive attitude and have ability to work in a team environment
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 |
| **Benefits** | * Health and Dental benefits provided after 1 year of service
* Immediate access to Employee discounts upon hiring
* Opportunities for advancement within a Fortune 500 Company
* Tuition Reimbursement up to $1,000/ per semester
 | * Health and Dental benefits provided after 1 year of service
* Immediate access to Employee discounts upon hiring
* Opportunities for advancement within a Fortune 500 Company
* Tuition Reimbursement up to $2,000/ per semester
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* Opportunities for advancement within a Fortune 500 Company
* Tuition Reimbursement up to $1,500/ per semester
 |
| **Job Compensation** | Pay rate progression\* $11.40- $23.76/hr \*(based on number years of service at UPS Canada  | * Pay rate progression- $11.40 - $23.76 (based on continuous years in UPS Canada)
 | * Pay rate progression- $11.50 - $25.14 (based on continuous years in UPS Canada)
 | Pay rate progression\* $11.40- $23.76/hr \*(based on number years of service at UPS Canada |
| **Location** |  |  2900 Steeles Avenue West, Concord, ON, L4K 3S2 | 2900 Steeles Avenue West, Concord, ON, L4K 3S2 | 2900 Steeles Avenue West, Concord, ON, L4K 3S2 |

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**PT Office Administrative Assistant- 11:00 PM(Job Number: 022426)**

**POSITION SUMMARY**

A successful Office Administrative Assistant must have very good multi-tasking and excellent organizational skills.  Responsibilities include, but are not limited to:

* Answering phones
* Tracking packages
* Paging UPS drivers
* Entering and maintaining DCR's
* Resolving customer complaints
* Running a variety of reports

**EDUCATION/WORK EXPERIENCE**

* Experience in Office Administrative environment is an asset
* Knowledge of Windows and Microsoft Office (including Word, Excel, and Outlook)
* Available to work daily, Monday through Friday, 5-7 hours
* Good organizational skills
* Ability to multitask
* Strong oral and written skills

**COMPENSATION**

* Starting rate $15.20/hr.
* Benefits Eligibility (1st of the month after 2 months of employment)
* Paid Weekly/ Direct Deposit

**Location :**2900 Steeles Avenue West, Concord, ON, L4K 3S2