

## CAREER OPPORTUNITY: MAIL CLERK PART TIME (approx. 30 hours per week)

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### ABOUT THE PLAN OFFICE OF THE IWA-FOREST INDUSTRY PENSION AND LTD PLANS

Established to support Canadian forestry workers and their families, the IWA-Forest Industry Pension and LTD Plans provide pension and disability benefits and rehabilitation services to members. The plans are jointly trusted by union and industry appointees.

With over \$4 billion in assets, 450+ participating employers and 70,000 members, the IWA-Forest Industry Pension Plan is one of Canada's top 100 pension funds and is one of the top three private sector pension funds in BC. The IWA-Forest Industry LTD Plan was created almost a decade after the pension plan, and now serves over 12,000 members across western Canada.

Both plans are administered by the Plan Office, which manages plan assets and benefits. At the Plan Office, our members are our number one priority, and we take pride in offering exceptional service—whether we're dealing with members, participating employers, union locals or each other.

### WE OFFER

- Full range of benefits include vision, extended health, dental, Health Spending Account
- Defined benefit pension plan
- Company sponsored staff appreciation day, Christmas party and social events
- Three weeks' vacation to start
- Transit/parking subsidy
- Central Burnaby location close to transit
- Plus much more....

### POSITION

The Mail Clerk is responsible for handling all incoming and outgoing mail, ensuring the mail room is stocked with supplies, scanning, assisting with communication material and other general clerical support as required.

Some responsibilities include:

- Open, date stamp and distribute all incoming mail and correspondence
- Stamp and process all outgoing mail ensuring the use of proper postage and mail is processed on a timely basis
- Stamp and process all monthly, quarterly, semi-annual, and annual mail such as monthly cheques, pension statements, communication material, special mailing, new member packages

- Order supplies for the mail room such as toner, paper, etc.
- Ensure forms and packages are kept stocked and up to date
- Arrange for servicing of mailing equipment and photocopies as required
- Order coffee supplies
- Scan and post various documents
- Receive packages and deliver to appropriate department
- Ensure confidential material is disposed of properly
- Phone coverage for the Office Assistance as required
- Assist with production of Communication materials

## YOU HAVE/ARE

- Completion of Grade 12 with a minimum of one year's office experience or an acceptable combination of education and experience may be considered
- Able to use a variety of office equipment
- Able to lift boxes of copy and other specialty paper
- Customer service orientation, strong telephone manners and interpersonal skills
- Ability to multitask and prioritize to meet deadlines
- Knowledge of general office procedures and equipment
- Ability to apply understanding to carry out instructions in written, verbal or diagram form
- Adjusts and is flexible to meet changing work needs and demands
- Working knowledge of Microsoft Office.

## ADDITIONAL INFORMATION

The IWA–Forest Industry Pension and LTD Plans are responsible for the management and protection of large amounts of confidential information. All employees are expected to understand the requirements of and act in accordance with provincial privacy laws as well as to adhere to internal controls and policies to ensure confidential information is not revealed to or distributed or discussed with anyone other than as required to perform the duties of the position.

We thank you for your application, however, only successful applicants will be contacted.

## HOW TO APPLY

Please forward your resume with cover letter to [hr@iwafibp.ca](mailto:hr@iwafibp.ca) before **Friday, May 13, 2022**. This posting will remain open until the position has been filled.