



POSTAL SERVICES REPRESENTATIVES

NOC 64401

Serve customers and record transactions at sales counters and postal wickets. They maintain inventory and order supplies in post offices and internal mail rooms.



3-YEAR OUTLOOK



Good

3-YEAR JOB OPENINGS

38

MEDIAN HOURLY WAGE

\$23.00

\$15.65 \$27.96
LOW HIGH

TYPICALLY REQUIRED



High school / on-the-job
training

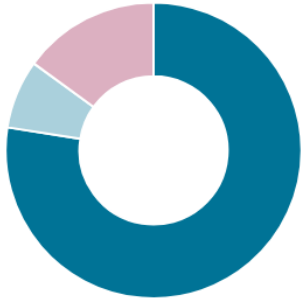
EMPLOYED

248

AVERAGE SALARY

\$51,000

The information presented is based on data for New Brunswick. To learn more about the data provided, visit www.nbjobs.ca/occupations.



EMPLOYMENT BY INDUSTRY

77.5%	Transportation and warehousing
7.5%	Public administration
N/A	N/A
15.0%	All Other Industries

EMPLOYMENT BY AGE

0.0%	15-24
0.0%	25-34
0.0%	35-44
0.0%	45-54
0.0%	55-64
0.0%	65+

ALSO KNOWN AS

- Bus Parcel Express Clerk
- Express Mail Service Clerk
- Mail Clerk
- Mail Room Clerk
- Postal Counter Clerk
- Postal Wicket Clerk

MAIN DUTIES:

This group performs some or all of the following duties:

- Calculate and affix the correct postage on letters, parcels and registered mail and receive payment from customers
- Sell stamps, prepaid mail and courier envelopes and money orders
- Route mail to the proper delivery stream
- Sign or obtain signatures from recipients for registered or special delivery mail and keep records
- Answer inquiries and complete forms regarding change of address, theft or loss of mail
- Record and balance daily transactions.

