

NHULUNBUY POST OFFICE

POSITION VACANT:

Full Time Parcel Delivery Officer

Nhulunbuy Post Office, situated at the Captain Cook Shopping Centre, has a full-time vacancy within its facility.

Selection Criteria

Essential:

- Must pass a police check.
- Fit to stand for extended periods and can lift heavy items.
- Must be able to work rosters Monday to Friday between 8:30am – 5:30pm, and Saturday 8:30am – 12:30pm.
- Able to undergo training to meet Australia Post requirements.
- Attention to detail.
- Speak and write English.
- Good communication and interpersonal skills.
- Team worker.
- Computer literacy.

Desirable:

- Previous experience in Post Office operations.

Duties:

- Customer Service - Delivering mail
- Mail Room Duties - Sorting letters and parcels, redirecting mail
- Housekeeping

Please forward documents addressing the selection criteria and resume to:

Position Vacant
Gove Warehouse
PO Box 1696
Nhulunbuy NT 0881
enquiries@govewarehouse.com.au