



**JOB POSTING #2273**  
**WE ARE AN EMPLOYMENT EQUITY EMPLOYER**

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**CLASSIFICATION:** Delivery Person – Casual Call-in.

**HOURS:** As required/scheduled. Minimum of 3 hours to maximum of 5.5 hours/day (Monday – Friday) when called in/scheduled.

**DUTIES:**

- Pick-up and delivery of documents, prescriptions, X-rays, ECGs, specimen, injectable serums, supplies and other articles for all departments and locations of the Community Clinic.
- Coordinate pick-up and delivery of time and/or temperature sensitive articles
- Carry out financial deposits, obtain change, reconcile pharmacy receipts, make small purchases.
- Operate and maintain postage meter, process mail, deliver mail to Canada Post.
- Maintain Transportation of Dangerous Goods Certification.
- Maintain records as required.

**QUALIFICATIONS:**

- Grade 12 or equivalent
- Must have use of a reliable vehicle and valid driver's license, with an acceptable Driver's Abstract
- Proficiency in handling and reconciling daily cash/cheque totals received from deliveries and returns
- Must be able to take direction well and work independently, responding to changing priorities
- Demonstrated organization and prioritizing skills and initiative
- Reliable in carrying out assigned duties, working with minimal supervision
- Ability to recognize potentially dangerous situations
- Demonstrated strong interpersonal and collaborative communication skills and attitude
- Knowledge of and compatibility with the philosophy of CHSA is an asset
- Must be bondable

**Submit cover letter and resume by 5:00 p.m. on April 17, 2025.**

Email: [jobs@communityclinic.ca](mailto:jobs@communityclinic.ca)

Mail: Human Resources Department, 455 2nd Avenue North, Saskatoon, SK S7K 2C2

*Saskatoon Community Clinic is committed to inclusive and accessible employment practices. We are committed to employment equity and welcome applications from all qualified candidates. People of aboriginal ancestry, people with disabilities and/or visible minorities are invited to identify themselves on application. We thank all applicants, but only those selected for an interview will be contacted.*