

**DELIVERY SUPERVISOR
(Permanent, Full-Time)**

The Peace Library System is seeking a full-time Delivery Supervisor to prepare library materials for delivery, both locally and across the Peace region. The Delivery Supervisor will be responsible for two department staff members as well as performing a variety of tasks daily.

CANDIDATE QUALIFICATIONS

- High school diploma or equivalent
- Supervisory experience
- Hand-eye coordination, manual dexterity, attention to detail
- Able to perform physically demanding tasks – repetitive bending, crouching, walking, lifting up to 50lbs
- Valid Alberta Class 5 driver's license with a minimum of 3 years driving experience in all weather conditions within the peace region
- Good working knowledge of Microsoft Word and Excel
- Experience in a courier setting is an asset
- Knowledge of Polaris or other library management systems is an asset

RESPONSIBILITIES

- Prepare and coordinate the distribution of library materials
- Sort incoming library materials
- Responsible for supervising, hiring, and training of courier department staff
- Prepare letters and parcels to be mailed out or sent by courier
- Manage the maintenance and scheduling of PLS vehicles
- Maintain bin inventory; labelling of bins and shelves
- Ensure the procedures manual for Courier staff remains up-to-date
- Train new hires as well as a backup Courier/Shipper/Drivers
- Maintain paperwork and records as required

Starting Salary: \$55,857 – \$59,259 depending on qualifications and experience

Please submit resume, cover letter, three references and driver's abstract. Review of applications will begin July 7, 2023.

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We would like to thank all applicants for their interest in this position, however only those selected for interviews will be contacted.