

PERSONAL TOUCH COURIER

Reliable delivery. Local service. Professional teamwork.

ACTIVELY HIRING

Helper

Delivery Support Team Member - Ottawa

LOCATION
Ottawa, Ontario

SCHEDULE
Full-time

PAY
\$17.60 per hour

POSTED
Oct. 16, 2025

About the Role

Personal Touch Courier is seeking a dedicated and enthusiastic Helper. This role supports the driver with loading, unloading, delivering large to extra-large packages, and keeping daily delivery operations moving smoothly.

Quick Details

TITLE	Helper
REPORTS TO	Dispatcher
TERRITORY	Ottawa
JOB TYPE	Full-time
PAY	\$17.60 per hour
LOCATION	In person

Application Details

Language:
English required.

Licence / Certification:
Class 5 / G licence / G2 licence / G1 licence required.

Work Location:
In person.

Responsibilities

- Assist the delivery driver with daily delivery tasks and route support.
- Help load and unload packages, including large and extra-large items.
- Deliver packages to customers safely, professionally, and on time.
- Maintain a clean and organized work environment and vehicle area.
- Support events, special projects, and preparation tasks when required.
- Communicate effectively with team members to support collaboration and problem-solving.
- Follow safety protocols and company guidelines at all times.

Qualifications

- Strong communication skills and the ability to work well in a team setting.
- Proactive attitude with a willingness to learn and take on new challenges.
- Basic organizational skills and strong attention to detail.
- Previous helper or support role experience is an asset, but not required.
- Ability to lift heavy weights and perform physical tasks as needed.
- Flexibility with working hours, including potential overtime when necessary.

Join Our Team

Join us in making a difference through teamwork, dedication, and reliable service across Ottawa.