



POSTED: JULY 8, 2024

## **BEAUSOLEIL FIRST NATION EMPLOYMENT OPPORTUNITY**

### **CHIM POST OFFICE DELIVERY DRIVER**

#### **INTRODUCTION:**

The Beausoleil First Nation is seeking a qualified and experienced individual to fill this exciting employment opportunity. Delivery drivers are responsible for collecting, transporting and safely delivering a range of items to designated locations ensuring all orders are delivered on time, in the right condition and to the right place.

#### **MINIMUM QUALIFICATIONS:**

- Excellent planning, judgment and decision-making skills.
- Excellent organizational, interpersonal and written skills.
- Experience in using Google Drive, Google Docs & Google Sheets.
- Experience working within a First Nations administration and knowledge of BFN Policies and Procedures.
- Ability to work independently.
- Must be bondable and include an up-to-date CPIC & VSS.
- Must have valid G driver's license, clean drivers abstract.
- Due to the nature of funding, applicants must be a Beausoleil First Nation member.
- Physically capable of lifting heavy items, up to 60lbs

#### **PRIMARY DUTIES & RESPONSIBILITIES:**

- perform vehicle inspection before departing. In winter, ensure to warm the vehicle up before loading. Check gas gauge. Ensure that the vehicle is gassed up regularly. Keep a log of gas fill ups.
- load delivery items safely and efficiently
- transport, unload and deliver items in a safe and secure manner to prevent damage, spoilage or loss
- adhere to time and route schedules
- communicate transportation delays and other concerns to Post Office as needed
- handle customer questions and concerns
- check orders after delivery to ensure all orders have been accurately completed
- maintain a driving and delivery log according to established policies and procedures
- prepare reports and documentation as required
- comply with relevant transportation and road regulations
- comply with relevant safety standards
- ensure delivery vehicle is maintained in a clean and safe operating condition including taking vehicle in for regular servicing.

**Duration:** Permanent, Part-Time

**Closing Date:** **Monday, July 15, 2024 @ NOON**

**Hours of Work:** 20 to 35 hours per week, shift work, must be available for weekends

**Range of Pay:** DOQ\DOE

**Eligibility:** Due to the nature of the funding sources, you must a Beausoleil First Nation Band Member.

Direct	TBA	Functional	Joseph Stup
Supervisor:	Chim Post Office Manager	Supervisor:	Trust Comptroller

#### **HOW TO APPLY**

Applications can be delivered in person, via fax, or email to the Beausoleil First Nation Administration Office  
Attention: Human Resources Department  
11 O'Gemaa Miikan, Christian Island, ON, L9M0A9  
Tel: (705)247-2051, Fax: (705-247-2239), Email: jobs@chimnissing.ca

#### **Applications must consist of the following:**

Cover Letter, Current Resume, 2 Employment Reference Letters, and 1 Character Reference Letter.  
*Your application package must be clearly marked with your name and the position you are applying for.*  
*We thank all who apply; however, only those selected for an interview will be contacted.*