



POSTED: JULY 8, 2024

BEAUSOLEIL FIRST NATION EMPLOYMENT OPPORTUNITY

CHIM POST OFFICE RETAIL MANAGER

INTRODUCTION:

Beausoleil First Nation is seeking a highly qualified, enthusiastic and capable BFN member to fill the newly created position of Chim Postal Outlet Manager. Experience the dynamic mail operations and retail environment only Canada Post can offer. This position is a great opportunity to learn about the business of mail operations and serve the community at a counter, conduct retail and financial transactions as well as perform other related duties as required.

PRIMARY DUTIES & RESPONSIBILITIES:

- Plan, organize, direct, control and evaluate the activities and operations of postal facilities and courier service companies, or of operational divisions within Canada Post and courier service companies
- Co-ordinate the duties of supervisors and other staff
- Manage the accurate and expedient movement of mail and parcels through postal and parcel sorting facilities
- Review effectiveness of assigned operations and implement changes to postal and courier operations
- Prepare and submit budget estimates and administer the expenditures of postal and courier facilities
- Interview, hire and provide training for staff.
- Perform a variety of customer service activities to ensure complete customer satisfaction.
- Operate point of sale computers system.
- Maintain floor displays.
- Conduct merchandizing and inventory control.
- Maintain a high level of postal products, services and delivery knowledge.
- Process financial transactions (cash, cheques, debit & credit card payments).
- Track deliveries and keep an organized record of received and delivered mail.
- Review mail items for address accuracy, proper postage, etc.
- Receive, sort, sequence and batch mail items.
- Operate mail processing equipment (clearing jams, remove mail from sorting machines, etc.) where applicable.
- Operate a computer to key in data, when applicable.
- Exercise physical effort in the handling of mail items weighing up to 22.7 kilograms (50lbs) and carrying mail items weighing up to 15.9 kilograms (35lbs) and bending, reaching lifting carrying, etc.
- Ensure bi-weekly attendance forms for all staff are processed and submitted to the Trust Comptroller for approval.
- Other duties assigned as relating to position.
- **Mandatory Requirement:** Use of Chimmissing Postal Van to travel daily to Cedar Point to pick up letter mail and band related parcels.

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.

Duration: Permanent, Full-Time

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

Hours of Work: 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 Supervisor: Joseph Stup
Trust Comptroller

Functional Supervisor: Dan Monague
First Nation Administrator

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.