



POSTED: JULY 8, 2024

BEAUSOLEIL FIRST NATION EMPLOYMENT OPPORTUNITY

CHIM POST OFFICE & RETAIL CLERK

INTRODUCTION:

The Beausoleil First Nation is seeking an enthusiastic and reliable Post Office & Retail Clerk (On Call / Relief Position) who will work in a retail outlet and provide excellent service to all our customers.

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:

Canada Post

- Perform a variety of sales/customer service activities to ensure complete customer satisfaction
- Operate a computerized point of sale system
- Maintain a high level of postal products, services and delivery knowledge
- Process financial transactions (cash, cheques, debit & credit card payments)
- Receive, sort and sequence mail items
- Be able to exercise physical effort in the handling of mail items weighing up to 22.7 kilograms (50 pounds)
- Maintain floor displays and conduct Merchandizing and Inventory Control
- May be required to open and close the Post Office
- May be required to operate the mail van to pick up parcels and letter mail from time to time

Chimnissing Showcase

- Perform a variety of sales/customer service activities to ensure complete customer satisfaction
- Operate a computerized point of sale system
- Ensure that shelves are stocked and organized
- Process financial transactions (cash, cheques, debit & credit card payments)
- Ensure space is clean (will be required to wipe down cabinets, vacuum, wash floors, and sanitize throughout building)

Duration: On-Call, Relief

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: \$19.00 to \$21.00 per hour

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.