



Beausoleil First Nation Transportation Department

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Employment Opportunity

The Beausoleil First Nation Transportation Department is accepting applications for the position of Collector of Parking fees and Ferry Fares personnel. The position requires the individual to be ambassadors for our community, by directing visitors to proper parking areas, answer questions, and be knowledgeable about the community.

Job Title: **RELIEF COLLECTOR**

Minimum Qualifications

- Must have grade 12 or equivalent
- Must be able to perform Physical Labour.
- Must be friendly, polite and confident.
- Must be able to work shifts. 3 Days, 3 Nights, 3 Days Off (DAYSHIFT 7:30 A.M – 4:30 P.M., NIGHTSHIFT 4:30 PM – 10:30 PM)
- Be computer literate
- Have mathematical skills as daily tallies and remittance of generated revenue are required
- Knowledge of Tourism and Local History, areas of interest
- Able to work in various weather conditions

Duties:

- Validate parking tickets
- Enforce parking non-compliance policy
- Ensure vehicle operators utilize appropriate ferry queuing lines.
- Collect ferry fares and issue tickets, validate ferry passes.
- Maintain and clean public washrooms
- Ensure office/wait room/parking and docks areas are clean and clear of refuse
- Provide Customer service
- Follow emergency and safety procedures
- Work with minimal supervision
- Use of portable two way radios for communication with Base and Ferries for relay of messages.
- Maintain Daily tallies for remittance to on-duty Captain

Eligibility: Beausoleil First Nation Member
Current, Clean CPIC

Salary: As Per Approved Salary Grid for Relief Employees

Duration: Part Time Relief

Closing Date: Applications shall be submitted in confidence to the Front Desk receptionist, Beausoleil First Nation Attention: BFN Transportation Department by **July 30, 2024 at 4:30 p.m.**

Functional : Beausoleil First Nation Transportation Department
Supervisor

All candidates who apply for this position will be subject to the Beausoleil First Nation Policies and Procedures and all hiring practices contained within.

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building. Application packages must consist of the following: Cover letter, resume, and required certificates, CPIC/VSS. Your application package must be clearly marked with your name and the relief position you are applying for. Faxed or e-mailed applications are acceptable.
Only those selected for the relief opportunity will be contacted.