



Beausoleil First Nation

Eleven Ogemaa Miikan

Christian Island, ON

L9M-0A9

Phone: 705-247-2051 ex. 232 Fax: 705-247-2239 Email: vsandy@chimnissing.ca

EMPLOYMENT OPPORTUNITY

Beausoleil First Nation is seeking a qualified individual who will take on the following role. The CEDO Administrative Assistant is responsible for daily administration, scheduling, filing, collaboration and some project Administration

Job Title: CEDO Administrative Assistant

Minimum Skills/ Qualifications:

- Computer Literacy in basic Microsoft Office programs
- Grade 12 diploma
- Time Management and Organization
- Accounting and book keeping skills
- Knowledge of personnel policies, practices, and procedures.
- Effective attention to detail and a high degree of accuracy. High level of integrity, confidentiality, and accountability. Sound analytical thinking, planning, prioritization, and execution of skills.
- A well-defined sense of diplomacy, including conflict resolution, and people management skills.
- Able to demonstrate sound work ethics, be flexible and possess cultural awareness and sensitivity
- Ability to effectively communicate both verbally and in writing.
- Must have access to reliable transportation and a valid driver's license.

Salary: DOQ

Duration: Full-Time employment opportunity. The applicant will be subject to an 89-day probationary period. Company Pension and Benefits Package available.

Closing Date: Applications shall be delivered to the Administration Building reception no later Friday October 20, 2017 at noon. Late applications will not be accepted.

Hours of Work: As per BFN Administrative Policies and Procedures

Summary of Duties:

- Office Administrative duties
- Broadband Administrative Duties and book keeping
- Assist with Parking and Camping ventures
- Project Administrative assistance
- Fundraising Assistance
- Scheduling of outside agencies pertinent to Economic Development
- Perform all related administrative tasks as required
- Completion of other program related tasks as may be required

Supervisor: Community Economic Development Officer, Beausoleil First Nation

***Job Descriptions and copies of the Job Posting are available at the BFN Administration Office. Please contact Georgia Monague, Community Economic Development Officer at the numbers listed above.**

*Application packages must consist of the following: **Cover letter, resume, relevant diplomas/certificates and at least two recent employment related reference contacts.** Your application package must be clearly marked with your name and the position you are applying for. Faxed or e-mailed applications are acceptable, however, applicants selected for an interview must present the original signed letter of application at the interview. Candidates are responsible for confirming receipt of application by email/fax. Successful applicant will be required to get a CPIC. Applications can be Emailed to jobs@chimnissing.ca*

*We thank all who apply, however only those selected for an interview will be contacted. Interested parties will be required to attend an interview process in person at the time and place specified by the employer. **No telephone interviews will be conducted for this position.***