



Beausoleil First Nation Transportation Department

Date Posted: April 5, 2019

Eleven O'Gemma Miikan

Christian Island, On

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705-247-2051 ext. 239 Fax: 705-247-2239 Email: ajamieson@chimnissing.ca

Employment Opportunity

The Beausoleil First Nation Transportation Department is accepting applications for the position of Collector of Parking fees, Boat launch 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: 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 7:00 AM– 4:00 PM, NIGHTSHIFT 4:00 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.
- Collect Boat launch fees and validate boat launch passes.
- Maintain and clean public washrooms
- Maintain and clean BFN Post Office
- 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: \$15.00/per hour x 40 hours per week. 8 week shift cycle

Duration: Full Time Permanent

Closing Date: Applications shall be submitted in confidence to the Front Desk receptionist, Beausoleil First Nation Attention: Arnold Jamieson Jr. BFN Transportation Department by **Monday, April 15, 2019 at 4:30 P.M.**

Functional : Arnold Jamieson Jr.
Supervisor Beausoleil First Nation Transportation Department

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 submitted to the Administration Office. Applications must consist of the following: **Cover letter, CPIC and resume.** 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, only those applicants selected for the relief positions will be contacted. Job descriptions can be picked up in the Transportation Office