



# Beausoleil First Nation Human Resources

11 O'Gema Miikaan  
Christian Island, Ontario  
L9M 0A9

(705) 247-2051 Fax: (705) 247-2239 Email: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca)

## EMPLOYMENT OPPORTUNITY

The Beausoleil First Nation Housing Department is seeking an enthusiastic individual who is responsible for providing Administrative and Clerical Support to the Housing Department. Persons of Indigenous descent preferred.

<b>Posting Date:</b>	January 21, 2025
<b>Job title</b>	Housing Administrative Assistant
<b>Classification</b>	Permanent full-time
<b>Supervisor:</b>	Housing Manager
<b>Functional Supervisor:</b>	Director of Capital and Public Works
<b>Salary:</b>	19.00 per hour to start
<b>Closing date:</b>	February 3, 2025

### Qualifications

- Must have strong interpersonal skills
- Must have strong customer service skills
- Must have strong written, verbal and communication skills
- Must be able to work independently and in a team environment
- Must be computer literate –with knowledge of Microsoft Office programs, Internet and email
- Minimum Grade 12 or equivalent
- Must be willing to travel
- Valid driver's license and vehicle
- Must familiarize self with the facet of home construction, maintenance and related aspects
- Ability to work in fast paced, high stress environment
- Ability to prioritize tasks, strong problem-solving skills and multitasking abilities
- Criminal Reference Check required

### Duties and Responsibilities

- Works with and reports to the Housing Manager
- General office duties, typing, filing photocopying, faxing and scanning documents
- Answer telephones and keep a record of incoming telephone calls
- Prepare order requests, purchase orders
- Prepare payment vouchers, credit authorization forms and journal entries
- Prepare vacancy and tender postings
- Assist with coordinating the ordering and delivery of building materials and/or contractors and sub-trades
- Send ferry passage authorization forms to suppliers and contractors and sub-trades
- Assist the Housing Coordinator as needed
- Other duties as assigned, in accordance with Departmental objectives

### Hours of Work

1. 35 hours per week

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building  
or by email to [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca)

Applications must consist of the following:

**Cover letter, letters of reference, resume and copies of relevant certificates/licenses/diplomas.**

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. We thank all who apply however, only those selected for an interview will be contacted.