



# Beausoleil First Nation Human Resources

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## EMPLOYMENT OPPORTUNITY Education Courier Delivery Position

<b>Posting Date:</b>	January 23, 2026	<b>Salary:</b>	\$18.00/hour
<b>Classification:</b>	Relief	<b>Closing Date:</b>	February 6, 2026
<b>Supervisor:</b>	Lynda Hoksbergen, Director of Education	<b>Vacancy Status:</b>	New
<b>Hours of Work:</b>	On Call		

### Overview

The role of the education courier delivery position will be to support the pickup and delivery of food and needed supplies for all education programs including the school.

#### **Key Responsibilities Include:**

- Ensure invoices are recorded and promptly submitted to Administration Office
- Loading and unloading delivery vehicle/boat/store with packages and parcels to destination
- Operating delivery vehicles in a safe and efficient manner
- Maintaining delivery vehicle in good condition, vehicle log and KM notes
- Scheduling delivery times
- Efficient communication with education administration staff and program coordinators via phone and email
- Keep delivery log in Word or Excel document and submit weekly
- Other duties as needed

#### **Qualifications:**

- Valid G Driver's License
- Criminal Reference Check required
- Clean Driver's Abstract
- First Aid/CPR is an asset

#### **How to Apply**

Submit a complete application package including:

- Cover letter
- Resume

**How to Apply:** Email applications are preferred: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca) Alternatively, drop off at the Beausoleil First Nation Administration Building.

**Accessibility:** BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

**AI Use:** AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.