



# Beausoleil First Nation Human Resources

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Christian Island, Ontario  
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## EMPLOYMENT OPPORTUNITY Chim Post Office and Retail Clerk

<b>Posting Date:</b>	April 21, 2026	<b>Salary:</b>	\$19.00 to \$21.00 per hour
<b>Classification:</b>	Term until March 31, 2027	<b>Closing Date:</b>	April 28, 2026
<b>Supervisor:</b>	Joseph Stup, Trust Comptroller	<b>Vacancy Status:</b>	New role
<b>Hours of Work:</b>	35 hours/week		

### Overview

The Beausoleil First Nation is seeking an enthusiastic and reliable Post Office & Retail Clerk who will work in a retail outlet and provide excellent service to all our customers.

### **Key Responsibilities Include:**

#### **Canada Post**

- Perform a variety of sales/customer service activities to ensure complete customer satisfaction
- Operate a computerized point of sale system
- Maintain a high level of postal products, services and delivery knowledge
- Process financial transactions (cash, cheques, debit and credit card payments)
- Receive, sort and sequence mail items
- Be able to exercise physical effort in the handling of mail items weighing up to 22.7 kilograms (50 pounds)
- Maintain floor displays and conduct Merchandising and Inventory Control
- May be required to open and close the Post Office
- May be required to operate the mail van to pick up parcels and letter mail from time to time

#### **Chimnissing Showcase**

- Perform a variety of sales/customer service activities to ensure complete customer satisfaction
- Operate a computerized point of sale system
- Ensure that shelves are stocked and organized
- Process financial transactions (cash, cheques, debit & credit card payments)
- Ensure space is clean (will be required to wipe down cabinets, vacuum, wash floors, and sanitize throughout the building)
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### **Qualifications:**

- Excellent planning, judgment and decision-making skills.
- Excellent organizational, interpersonal and written skills.
- Experience in using MS 365 and related applications
- Experience working within a First Nations administration and knowledge of BFN Policies and Procedures.
- Ability to work independently.
- Must be bondable and include an up-to-date CPIC & VSS.
- Must have a valid G driver's license and a clean driver's abstract.
- Due to the nature of funding, applicants must be a Beausoleil First Nation member.
- Physically capable of lifting heavy items, up to 60lbs

### **How to Apply**

Submit a complete application package including:

- Cover letter
- Resume
- Copies of relevant diplomas/certificates
- Three recent employment-related reference contacts
- Due to the nature of the funding sources, you must be a Beausoleil First Nation Band Member

**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.