



Beausoleil First Nation

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Christian Island, ON
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705-247-2051 Fax: 705-247-2239 Email: jobs@chimnissing.ca

Posted: Friday, April 25, 2025

EMPLOYMENT OPPORTUNITY

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.

Job Title: Education Courier Delivery Position- ON CALL

Qualifications:

- Valid driver's G license
- Criminal reference check required
- Clean driver's abstract
- First Aid/CPR is an asset

Duties and Responsibilities:

- Ensures invoices are recorded and promptly submitted to Admin 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 a good condition, vehicle log and km notes
- Scheduling delivery times
- Efficient communication to 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.

Duration: Relief, On Call

Salary: DOE/DOQ

Hours of Work: as needed.

Closing Date: Applications shall be delivered to the Administration Building no later than
Friday, May 9, 2025

Functional Supervisor: Lynda Hoksbergen, Education Director

***A full Job Description is available from the Human Resources Department.**

Applications shall be submitted to the Human Resources Department. Applications must consist of the following: Cover letter, resume and at least one (1) professional letters of reference. 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. **Only those selected for an interview will be contacted.**
Email: jobs@chimnissing.ca