



Beausoleil First Nation Human Resources

11 O'Gemaa Miikaan
Christian Island, Ontario
L9M 0A9
(705) 247-2051 Fax: (705) 247-2239 Email: jobs@chimnissing.ca

EMPLOYMENT OPPORTUNITY

Relief Christian Island Elementary School Administrative Assistant

Posting Date:	Thursday, July 10, 2025
Classification:	Relief
Supervisor:	Charlene Frankavitz, Principal and Lynda Hoksbergen Director of Education.
Hours of Work:	On call
Salary:	Based on qualifications
Closing Date:	Thursday, July 24, 2025
Vacancy Status:	Open

Overview

The role of the CIES Administrative Relief Assistant is to be responsible for providing overall secretarial/reception duties and clerical/administrative support to CIES Principal and staff. This individual is also a team player who believes in the importance of establishing dynamic relationships with staff, parents, and the community in order to support our students in reaching their full potential. Preference will be given to applicants who are of Indigenous Descent.

Key Responsibilities Include:

- Ensures invoices are recorded and promptly submitted to Admin Office for payment
- Assists with monthly financial reports – up to date and complete
- Assists in the preparation of annual service plan and budgets, and other financial reports
- Provides secretarial/reception/administrative support services for CIES program staff
- Ensures staff information boards and calendars are updated regularly
- Ensures all incoming and outgoing mail is processed appropriately
- Receives, sends, records and forwards all facsimile transmissions
- Assists with program correspondence, memos, flyers and reports
- Maintain program/financial/administrative filing system and revise annually
- Monitors and orders all office supplies
- Provide support services to Parent council or other school meetings
- Undertake appropriate training as required
- Assists in the co-ordination of all meetings, training etc.
- Monitor and record equipment and resource loans and collection
- Ensures reception computer data is secured and backed up
- Ensures work area is tidy and orderly
- Ensures photocopy room and supply cabinets are stocked and organized
- Other tasks as assigned by principal

Qualifications:

- Proven successful receptionist and office administration experience
- Experience with word processing applications and software
- Proven communication skills verbal and written, excellent phone manner
- Possess basic understanding and abilities in accounting/bookkeeping functions
- Demonstrated high level of tact and discretion in dealing with staff and students
- Must possess knowledge of First Nation issues & Community dynamics
- Ability to initiate and co-ordinate fund raising activities
- Ability to demonstrate non-judgement and care to CIES staff and students
- Criminal Reference check CPIC
- Interest in FN Education issues
- First Aid/CPR



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

How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Copies of relevant diplomas/certificates
- Two recent employment related reference contacts

Email applications are preferred and can be sent to: jobs@chimnissing.ca

Alternatively, application packages may be dropped off at: Beausoleil First Nation Administration Building

Please clearly mark your application with your name and the position you are applying for. Shortlisted applicants must bring original documents to the interview.

Accessibility and Accommodation

Beausoleil First Nation is committed to a barrier free, inclusive recruitment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available on request for all applicants during the hiring process.

Artificial Intelligence (AI) Use

Artificial intelligence is not generally used to screen applicants for this position. In cases of high application volume, AI tools may be used to assist with organizing application data, but not to make hiring decisions.