



**Beausoleil First Nation**

11 O’Gemaa Miikan  
Christian Island, ON  
L9M 0A9

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

Posted: August 27, 2024

**Social Services Administrative Office Assistant**

Beausoleil First Nation is seeking a dynamic and experienced candidate for a term contract with the possibility of extension as Social Services Administrative Office Assistant.

**Qualifications:**

- Grade 12, GED or combination of work/life experience considered.
- Experience working in an office or social services setting would be considered an asset
- Ability to maintain the strictest confidentiality
- Ability to establish and maintain effective working relationship with clients and the general public
- The ability to encourage communication and to communicate effectively electronically, written and verbal.
- Thorough computer knowledge in Microsoft Office Suite (Power Point, Excel, Word and Outlook)
- A clear Criminal Reference Check and Vulnerable Sector Search is required.

**Duties:**

The Administrative Office Assistant will maintain the day-to-day reception area and will provide client-centered, quality customer service in an empathetic manner while maintaining confidentiality. Conduct various clerical and office duties, filing, mailing, faxing, photocopying, directing calls, taking messages, scheduling appointments, maintain inventory of supplies.

**Other:** 35 Hours per week, as per funding requirements individual must be in receipt of Ontario Works.

Applications can be delivered to the BFN Administration Building, Beausoleil First Nation, 11 O’Gemaa Miikan, Christian Island, ON L9M 0A9 or email in Word format to [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca) or Fax: 705-247-2239 no later than:

**Closing Date: September 17, 2023 at 4:30 p.m.**

Applications shall be delivered to Front Desk @ Administration Building. Applications must consist of: Resume, Cover Letter, One (1) Employment Reference. The successful candidate will be required to submit a clean CPIC/VSS. We thank all for applying, however; only those selected for an interview will be contacted. All packages must be sealed and marked “Confidential-Social Services, Administrative Office Assistant”; addressed to the Attention of: Human Resource Manager: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca). A complete job description is available from Human Resources at 705-247-2051 Ext 238.