



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

Transportation Administrative Assistant

Posting Date:	2 October, 2025
Classification:	On Call
Supervisor:	Bruce Marsden
Hours of Work:	On Call (Relief)
Salary:	\$20.00/h
Closing Date:	Until Filled
Vacancy Status:	New

Overview

The Transportation Department Administrative Assistant is responsible to the Beausoleil First Nation Transportation Coordinator assisting with the overall administration, staffing, operation and maintenance of all vessels owned, and utilized by the Beausoleil First Nation to transport passengers and goods between Christian Island and Cedar Point.

Key Responsibilities Include:

- Report to, liaison with, and carry out the directions of the First Nation Chief and Council, Administrator, Director of Capital and Public Works, Transportation Coordinator
- Ensure all directives are followed and communicated to staff
- Assist with the day-to-day operations, maintenance of the department vessels
- Arrange for fuel deliveries, oil, parts & supplies as required
- Prepare notices and Memos
- Amend ferry schedules as required
- Ensure that safeguarding of information occurs according to First Nation Policies and Procedures as well as any applicable legislation.
- Liaison with community and other agencies and organizations
- Represent the Beausoleil First Nation Transportation Department in a professional manner at all times
- Network with the Masters and crew to facilitate and coordinate service delivery and the most cost-efficient use of equipment and resources.

Qualifications:

- Completion of secondary school
- A college diploma in office administration would be a definite asset
- Must have First Aid Certificate, W.H.I.M.I.S., CPIC/VSS, Drivers Abstract.
- CPR certificate would be an asset
- Experience and proficiency in office administration
- Must have solid knowledge base and proficiency in accounting & bookkeeping practises
- Experience and demonstrated ability to provide flexible and competent leadership and supervision in a team environment.
- Must be familiar with the levels of certification required for crew
- Must be familiar with Transport Canada Regulations; Canada Shipping Act
- Knowledge of the history and dynamics of Beausoleil First Nation
- Excellent Oral and Written communication skills
- Excellent interpersonal and leadership skills
- Excellent public relation skills
- Excellent negotiation skills
- Knowledge and ability to implement quality assurance
- Knowledge and application of human resources management
- Ability to carry out conflict resolution
- Ability to provide effective guidance and evaluation
- Computer Skills in Word processing and Excel spreadsheets a definite asset
- Typing and filing skills, etc.



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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.