



Beausoleil First Nation

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**Date Re-Posted:
October 10, 2024**

Full-Time Position

Beausoleil First Nation is seeking a self-motivated individual who is responsible for providing Administrative and Clerical Support to the Housing Department.

Job Title: Housing Administrative Assistant

Responsibilities

- Reports to the Housing Manager
- General office duties, typing, filing photocopying and faxing
- Prepare order requests, purchase orders
- Assist with coordinating the ordering and delivery of building materials
- Prepare payment vouchers and credit authorization forms
- Prepare vacancy and tender postings

Knowledge and Skills Required:

- Must have strong interpersonal skills
- Must have strong customer service skills
- Must have strong written, verbal and communication skills
- Must be able to work independently and in a team environment
- Must be computer literate –with knowledge of microsoft programs, internet and email
- Minimum Grade 12 or equivalent, Post Secondary Education would be an asset
- Must familiarize self with the facet of home construction, maintenance and related aspects
- Ability to work in a high stress environment
- Persons of Aboriginal Descent Preferred.

Supervisors: Amanda Mixemong, Housing Manager

Functional: Bruce Marsden Jr., Director of Capital & Public Works
Dan Monague, First Nation Administrator

Duration: Full-time

Salary: Starting at \$19.00/hour with a possible increase, upon a successful 89 day probationary period

Hours of Work: 35 hours per week

Closing Date: Please submit your cover letter, resume and references to the Beausoleil First Nation Receptionist by **October 24, 2024 at 4:30 p.m.**

Applications shall be delivered to the front desk at the Beausoleil First Nation Administration Building. Applications must consist of the following: **Cover letter, letters of reference (1 professional and 1 personal), resume and copies of relevant certificates/licenses/diplomas.** 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. We thank all who apply however, only those selected for an interview will be contacted.