



Beausoleil First Nation Human Resources

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

EMPLOYMENT OPPORTUNITY

Housing Administrative Assistant

Posting Date:	20 October, 2025	Salary:	\$19.00/h to start
Classification:	Full Time	Closing Date:	3 November, 2025
Supervisor:	Housing Manager	Vacancy Status:	Existing
Hours of Work:	35 hours/week		

Overview

The Beausoleil First Nation Housing Department is seeking an enthusiastic individual who is responsible for providing Administrative and Clerical Support to the Housing Department.

Key Responsibilities Include:

- Reports to the Housing Manager
- General office duties, typing, filing photocopying, faxing and scanning documents
- Answer telephones and keep a record of incoming telephone calls
- Prepare order requests, purchase orders
- Prepare payment vouchers, credit authorization forms and journal entries
- Prepare vacancy and tender postings
- Assist with coordinating the ordering and delivery of building materials and/or contractors and sub-trades
- Send ferry passage authorization forms to suppliers and contractors and sub-trades
- Assist the Housing Coordinator as needed
- Other duties as assigned, in accordance with Departmental objectives

Qualifications:

- 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
- Must be willing to travel
- Valid driver's license and vehicle
- Must familiarize self with the facet of home construction, maintenance and related aspects
- Ability to work in fast paced, high stress environment
- Ability to prioritize tasks, strong problem solving skills and multitasking abilities
- Criminal Reference Check required
- Persons of Aboriginal Descent Preferred

How to Apply

Submit a complete application package including:

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

How to Apply: Email applications are preferred: jobs@chimnissing.ca Alternatively, drop off at the Beausoleil First Nation Administration Building.

Accessibility: BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

AI Use: AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.