



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

EMPLOYMENT OPPORTUNITY Housing Administrative Assistant

Posting Date:	May 11, 2026	Salary:	\$19.00/hour
Classification:	Full Time, Term	Closing Date:	May 18, 2026
Supervisor:	Housing Manager	Vacancy Status:	Replacement
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. Persons of Indigenous descent preferred.

Key Responsibilities Include:

- Perform general administrative and office duties including typing, filing, photocopying, faxing, and scanning documents
- Answer and direct telephone calls while maintaining accurate records of incoming communications
- Prepare and process order requests, purchase orders, payment vouchers, credit authorization forms, and journal entries
- Prepare and distribute vacancy postings and tender advertisements
- Assist in coordinating the ordering, scheduling, and delivery of building materials, contractors, and subcontractors
- Prepare and send ferry passage authorization forms to suppliers, contractors, and subcontractors as required
- Provide administrative and operational support to the Housing Coordinator as needed
- Carry out additional duties as assigned in support of departmental goals and objectives

Qualifications:

- Strong interpersonal, communication, and customer service skills
- Excellent written and verbal communication abilities
- Ability to work effectively both independently and within a team environment
- Proficient in Microsoft Office applications, email, and internet use
- Minimum Grade 12 diploma or equivalent required
- Willingness and ability to travel as required
- Valid driver's license and reliable vehicle required
- Knowledge of, or willingness to learn, home construction, maintenance, and related practices
- Ability to work in a fast-paced, high-pressure environment while maintaining professionalism
- Strong organizational, problem-solving, multitasking, and task prioritization skills
- Satisfactory Criminal Record Check required upon hire

How to Apply

Submit a complete application package including:

- Cover letter
- Resume

*Employer references will be requested in the later stages of recruitment

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.