



# Beausoleil First Nation Human Resources

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## EMPLOYMENT OPPORTUNITY RECEPTION - RELIEF

Posting Date:	May 15, 2025
Job Title:	Receptionist – Relief Pool
Classification:	Relief
Supervisor:	Department Director
Hours of Work:	Dependent on program requirements and service
Salary:	\$17.75 per hour
Closing Date:	May 29, 2025
Vacancy Status:	Relief to cover annual leaves, sick leaves etc.,

### Overview

Beausoleil First Nation is seeking to develop a **relief pool** of individuals who possess a sensitive and caring attitude and are willing to provide **Clerical Relief Support** in a dependable and professional manner. Preference will be given to applicants who are of Indigenous descent. The applicant must possess knowledge of the BFN Community, Culture, language, and who reside on Beausoleil First Nation Territory due to the nature of the immediate need of the Relief Pool Requirements.

### Key Responsibilities Include:

- Provide assistance to program managers and their individual supervisors
- Provide assistance in response to requests and direction from supervisors or program managers
- Assist with office duties as outlined by supervisors or program managers
- Provide service based on the requests of immediate supervisors and managers
- Answering telephones and taking messages, faxes, photocopying, scanning, preparing outgoing mail, opening and sorting incoming mail, transcription, scheduling of meeting spaces.
- Comply with BFN Policy and Procedures
- Maintain a positive and professional attitude while dealing with the public.
- Maintain confidentiality where the office requires such accountability.

### Qualifications:

- Grade 12 or equivalent
- Knowledge of current productivity software (Microsoft Office, Google Docs)
- Internet
- Respect confidentiality
- Sensitive and caring nature
- Proven skills with practical duties in an office environment – telephone etiquette, transcription, filing, fax, photocopying, scanning, scan to email.
- Ability to multitask

### 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](mailto: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.