



Beausoleil First Nation Human Resources

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Christian Island, Ontario
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EMPLOYMENT OPPORTUNITY CHIM POST OFFICE CLERK \ DRIVER - RELIEF

Posting Date:	Friday, May 16, 2025
Classification:	Relief \ On Call
Supervisor:	Joseph Stup, Trust Comptroller
Hours of Work:	35 hours per week
Salary:	\$19.00 - \$21.00 per hour
Closing Date:	Thursday, May 29, 2025
Vacancy Status:	Existing

Overview

Beausoleil First Nation seeks a highly qualified, enthusiastic, and capable BFN member to fill the Chim Postal Outlet Retail Clerk \ Driver Relief position. This position is an excellent opportunity to learn about the business of mail operations and serve the community at a counter.

Key Responsibilities Include:

Canada Post

- Deliver exceptional customer service and support a variety of sales-related activities to ensure customer satisfaction
- Operate a computerized point-of-sale system and process financial transactions (cash, cheques, debit, credit)
- Maintain up-to-date knowledge of postal products, services, and delivery standards
- Receive, sort, sequence, and distribute mail and parcels accurately and efficiently
- Support merchandising efforts, maintain floor displays, and assist with inventory control
- Open and close the Post Office as required, ensuring all procedures are followed
- Operate the mail van occasionally to pick up and deliver letter mail and parcels
- Collaborate with team members to maintain a clean, organized, and customer-friendly environment

Chimnissing Showcase

- Perform various sales/customer service activities to ensure complete customer satisfaction
- Operate a computerized point of sale system
- Ensure that shelves are stocked and organized
- Process financial transactions (cash, debit & credit card payments)
- Ensure space is clean (will be required to provide light custodial duties)

Qualifications:

- Physically able to handle and lift mail items weighing up to 22.7 kilograms (50 pounds)
- Strong planning, judgment, decision-making, and written communication skills.
- Highly organized with excellent interpersonal abilities and the capacity to work independently.
- Proficient in Google Drive, including Google Docs and Sheets.
- Must be bondable and provide an up-to-date CPIC and Vulnerable Sector Screening (VSS).
- Possession of a valid G-class driver's license with a clean abstract.

How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Copies of relevant diplomas/certificates
- Two recent employment-related reference contacts
- Due to the nature of the funding sources, you must be a Beausoleil First Nation Band Member.

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.