



Beausoleil First Nation Human Resources

11 O’Gemaa Miikaan
Christian Island, Ontario
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(705) 247-2051 Fax: (705) 247-2239 Email: jobs@chimnissing.ca

EMPLOYMENT OPPORTUNITY Relief Receptionist

Posting Date:	Sept 15, 2026	Salary:	\$20.00/hr
Classification:	Relief	Closing Date:	Until filled
Supervisor:	Director of Operations	Vacancy Status:	Existing
Hours of Work:	On Call		

Overview

Beausoleil First Nation is seeking to hire a receptionist who possesses a sensitive and caring attitude is a dependable professional. Preference will be given to applicants who are of Indigenous descent.

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)
- 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

*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.