



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

Child & Family Services Administrative Assistant

Posting Date:	November 3, 2025
Classification:	Permanent
Supervisor:	Child and Family Services Coordinator
Hours of Work:	35 hrs. per week.
Salary:	\$18.00
Closing Date:	November 14, 2025
Vacancy Status:	New

Overview

Administrative Office Assistant provides administrative support to the Child and Family Services and Band Representative Services Programs.

Key Responsibilities Include:

- Maintain day to day reception area
- Knowledge of Microsoft Office Suite, Power Point, Excel, Word, Outlook
- Clerical office duties, including: filling, mail, fax, photocopy, direct calls, schedule appointments
- Maintain confidentiality
- Knowledge of program and services of Children, Youth and Family Services & Band Representative
- Perform tasks and duties as assigned
- Willingness to learn and take additional training

Qualifications:

- **Office Administration, Social Service Worker, Business Diploma, OSSD or work/life experience**
- **ON Driver’s licence**

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

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.