



P.O. Box 400 ♦ Fox Lake Reserve ♦ Chapleau, Ontario ♦ P0M 1K0

Tel: (705) 864-0784 ♦ Fax (705) 864-1760

[reception@chapleaucree.ca](mailto:reception@chapleaucree.ca)

## EMPLOYMENT OPPORTUNITY

<b>Position:</b>	<b>Administrative Support Worker (Receptionist)</b>
<b>Location:</b>	The Chapleau Cree First Nation (CCFN) is a member of the Mushkegowuk Council and is situated on the Fox Lake Reserve, located just outside the community of Chapleau. The community is approximately four hours north of Sault Ste. Marie and two hours southwest of Timmins.
<b>Description:</b>	The Chapleau Cree First Nation is seeking a highly motivated person to provide general administrative support and office/clerical duties for the First Nation
<b>Preferred Qualifications:</b>	<ul style="list-style-type: none"><li>✓ First Aid and CPR Qualification</li><li>✓ Valid G Driver's License</li><li>✓ Clear Canadian Police Information Check (CPIC)</li><li>✓ Ontario Secondary School Diploma</li></ul>
<b>Skills:</b>	<ul style="list-style-type: none"><li>✓ Experience in office duties, reception duties, records management</li><li>✓ Competent using Microsoft Word, Publisher, Excel and Power Point</li><li>✓ Exceptional organizational and time management skills</li></ul>
<b>Duties/Responsibilities:</b>	<ul style="list-style-type: none"><li>✓ Answer phones and direct calls to appropriate staff and/or take messages</li><li>✓ Type draft documents</li><li>✓ Assist in the maintenance of filing system</li><li>✓ Daily Mail run to town</li><li>✓ Keep records of office bookings, staff time off, incoming and outgoing mail</li><li>✓ Other clerical duties as requested</li></ul>
<b>Wage:</b>	To be decided
<b>Closing Date:</b>	Open until filled

**Individuals are invited to submit their application, résumé and three references to the following:**

Edith Larocque, Band Administrator  
Chapleau Cree First Nation  
P.O. Box 400  
Chapleau, ON P0M 1K0  
[bandadmin@chapleaucree.ca](mailto:bandadmin@chapleaucree.ca)

**We thank all applicants, but only those selected for an interview will be contacted.  
First Nation individuals and CCFN band members are encouraged to apply!**