



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

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

reception@chapleaucree.ca

EMPLOYMENT OPPORTUNITY

Position:	Senior Assistant
Location:	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.
Description:	The Chapleau Cree First Nation is seeking the services of a self-motivated dependable employee to provide office support and clerical duties for the Chief.
Preferred Qualifications:	<ul style="list-style-type: none">✓ Degree in Business Administration or equivalent✓ 2 years' experience in a similar type position✓ Valid G driver's license✓ May be required to provide a Canadian Police Information Check
Skills:	<ul style="list-style-type: none">✓ Excellent use of technology for collaboration.✓ Strong computer skills, including Microsoft applications.✓ Rigorous analytical and research skills.✓ Innovative, supportive, highly driven and attention to detail.✓ Ability to communicate to all levels of organization.✓ Dedicated self-starter, ability to work well under pressure and deadlines.✓ Excellent time management and organizational skills.✓ Highly motivated, efficient team player who can provide comprehensive administrative support.✓ Ability to complete multiple tasks while dealing with frequent interruptions and tight timelines.✓ Ability to work with and adapt successfully to, shifting priorities, variations in work schedules, locations and/or tasks and respond to changing procedures, technology and/or policies in a positive, appropriate manner.✓ Ability to lead coordination of community presentations.
Duties/Responsibilities:	<ul style="list-style-type: none">✓ A demonstrated background in office procedures, reception duties, records management, time management✓ Addressing public inquiries, dictation, letter writing✓ A self-starter with exceptional organizational skills and able to work above regular scheduled hours if necessary✓ Information received in this position may be of a sensitive nature. As a result, the incumbent's work includes compliance to confidentiality requirements✓ Travel (arrangements, hotel bookings, willingness to travel)✓ Reconcile travel and submit invoices for reimbursement of Chief's travel expenses✓ Perform sundry clerical assignments, projects and research activities such as internet searches, telephone inquiries, and facsimile requests to gather information for a project or report✓ Store and retrieve copies of documents, information to/from the CCFN file systems
Wage:	\$37,000 - \$42,000 yearly
Closing Date:	Friday, December 13 th , 2019 at 4:00 PM

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

**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!**