



Chapleau Cree First Nation

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

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

reception@chapleaucree.ca



EMPLOYMENT OPPORTUNITY

Position: **Administrative Support/METS Employment Training Services Full-Time**

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 a highly motivated person to provide general administrative support and office/clerical duties for the First Nation

Preferred Qualifications:

- ✓ First Aid and CPR Qualification
- ✓ Degree in Business Administration or equivalent
- ✓ 2 years' experience in a similar position
- ✓ Valid G driver's license
- ✓ Clear Canadian Police Information Check (CPIC)
- ✓ Ontario Secondary School Diploma

Skills:

- ✓ Experience in office duties, reception duties, records management
- ✓ Competent computer skills, including Microsoft applications.
- ✓ Exceptional organizational and time management skills
- ✓ Ability to communicate effectively to all levels of government
- ✓ Dedicated self-starter, ability to work well under pressure and deadlines
- ✓ 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.

Duties/Responsibilities:

- ✓ Answer phones and direct calls to appropriate staff and/or take messages
- ✓ Booking travel and accommodations
- ✓ Addressing public inquires, dictation, letter writing
- ✓ Preparing reports
- ✓ Checking emails and follow up
- ✓ Scheduling meetings
- ✓ Drafting documents
- ✓ Assist in the maintenance of filing system
- ✓ Daily Mail run to town
- ✓ Record keeping
- ✓ Other clerical duties as requested

Wage: \$47,500.00 – 52,500.00

Closing Date: 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 POM 1K0
bandadmin@chapleaucree.ca

Subject Line: **Employment: Administrative Support**

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!