



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:	Administrative Support Technician - 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 incumbent is required to interact with the general public in person, via telephone and electronic transactions, receiving messages for other administrative positions and requests for information that may sometimes be of a sensitive nature. As a result, the incumbent's duties include compliance to confidentiality requirements. A large portion of the work activity involves records and document management, and the position demands a high degree of discipline and adherence to policy and established procedure. The incumbent will be directly responsible to the Community Healthcare Coordinator.
Required Qualifications:	<ul style="list-style-type: none">✓ 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 with all levels of the organization.✓ Dedicated self-starter, ability to work well under pressure and deadlines.✓ Excellent time management and organizational skills.✓ Ability to complete multiple tasks while dealing with frequent interruptions and tight timelines.
Duties/Responsibilities:	<ul style="list-style-type: none">✓ Greeting/assisting walk-in clients✓ Development of databases for statistical data entry✓ Answering telephone, responding to inquiries, and directing calls to appropriate staff✓ Preparation of memos and other correspondence✓ Maintenance of voicemail system and other business equipment✓ Store and retrieve copies of documents and information to/from CCHC file systems✓ Photocopying and faxing✓ Assist with program facilitation and development✓ Group, categorize and redirect communiqués to appropriate individuals within the CCHC and CCFN offices✓ Order and receive consumable supply items, verify delivery against purchase orders, forward received purchase order data to Financial Programmer✓ Collate information and documents for monthly/weekly community calendars and prepare digital signage for various locations✓ On request of the Healthcare Coordinator or other health staff, perform sundry clerical assignments, and project and research activities such as internet searches, telephone inquiries, and fax requests to gather information for a project or report✓ Provide word processing services and prepare outgoing documents for mailing or courier pickup✓ Maintain the annual office calendar of activities and events, and informs those affected of upcoming obligations and commitments✓ Maintain a daily log in which requests for service are described and activity towards the requests are noted✓ Other related duties as requested
Wage:	\$ 37,000.00 - 42,000.00
Closing Date:	March 14, 2025

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!**