



Chapleau Cree First Nation

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: Anticipatory Administrative Assistant – 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 the services of a self-motivated dependable employee to provide office support and clerical duties for the Band Administrator.

Preferred Qualifications:

- ✓ Degree in Business Administration or Equivalent
- ✓ 2 years' experience in a similar type of position
- ✓ Valid G driver's license
- ✓ May be required to provide a Canadian Police Information Check

Skills:

- ✓ Excellent use of technology for collaboration.
- ✓ Strong computer skills, including all 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.
- ✓ 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:

- ✓ Follow directions as provided by the Band Administrator to ensure the timely day-to-day business of the Chapleau Cree First Nation
- ✓ Coordinate and manage the Band Administrator's schedule
- ✓ Act in a resource capacity with other departments of CCFN
- ✓ Taking minutes at meetings as directed by Administrator
- ✓ Maintain filing systems and coordinate with the finance department
- ✓ Assist in the timely delivery of program and service management for the CCFN
- ✓ Assist in the preparation and submission of required provincial, federal and First Nation reporting
- ✓ Supports communication memos, newsletter articles and announcements
- ✓ Ability to travel and attend meetings on behalf of CCFN
- ✓ Incumbent may be expected to perform other job-related duties other than those contained in this description.

Wage: \$ 45,760.00 - \$ 54,080.00

Closing Date: November 25, 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!