



**CREE NATION OF CHISASIBI**

**P.O. Box 150**

**Chisasibi, Quebec J0M 1E0**

**Tel.: (819) 855-2878 Fax: (819) 855-2875**

## **JOB OPPORTUNITY**

**TITLE: RECEPTIONIST – Swimming Pool**

**CORE FUNCTIONS:** Under the direct supervision of the Aquatic Coordinator, the Receptionist will be working at the Chisasibi Swimming Pool; he/she will perform a variety of duties. Tasks including answering telephone, monitoring the Swimming Pool schedules and performing cashier duties.

**DUTIES AND RESPONSIBILITIES:**

- May be required to type correspondence on Word or Excel
- Open, sort and distribute/route incoming mail and other material
- Answer telephone inquires, provide general information to clients and the public and relay telephone calls. Will have to make calls when programs have been cancelled or postponed.
- Ensures the bulletin board is up-to-date regularly
- Greets people coming into the Pool, ascertains their wants and directs them to the appropriate place
- Must maintain control of the entries of each pool, not to allow kids to run around and vandalize the building
- Perform various cashiering duties as for pool entries and gear sales
- Monitor a balance sheet of entries and pool material sales
- Assist lifeguard and Aquatic Coordinator with some administrative tasks
- Send messages using fax machine or email, organize and check faxes and deliver to the appropriate person
- Photocopy and collate documents for distribution, mailing and filing
- Fill reservation request



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- Arrange pool schedules with planned activities
- Prepare requisition for supplies and materials
- Compile data, statistics and other information
- Supervise the wading pool, including conducting regular pool tests to ensure water quality.
- Maintain cleanliness of the wading pool area and ensure it is cleaned up after use
- Perform any other duties related to the job of guarding the wading pool
- May perform other general office work as required

**EMPLOYMENT REQUIREMENTS:**

- Must have Secondary 5 Diploma;
- Must have a General Office Clerk Diploma or Certificate or its equivalent;
- Have work experience in a computerized environment – essential;
- Must possess strong administrative and organizational skills;
- Must be able to write and speak English and Cree, French is a definite asset;
- Knowledge of emergency procedures;
- Team leadership and supervisory skills;
- Effective verbal and listening communications skills;
- Ability to effectively and courteously interact with employees and the general public;

**EMPLOYMENT CONDITIONS:**

- Full-time – 35 hours per week, Monday to Friday
- Must be willing to work evenings, weekends and holidays
- Salary is dependant upon experience and qualifications
- Salary Range: minimum \$20.00 to maximum \$27.00 per hour



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For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

**Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.**

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer  
Director of Human Resources  
Cree Nation of Chisasibi  
P.O. Box 150  
Chisasibi, Quebec  
J0M 1E0

Or via email to: [jobposting@chisasibi.ca](mailto:jobposting@chisasibi.ca)

Posting Date: September 23, 2024  
End of Posting: October 7, 2024

**\*APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM \***