



1 RIVERSIDE DRIVE
CHISASIBI, QUEBEC
BOX 150, JOM 1E0

(819) 855-2878
www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

JOB OPPORTUNITY

TITLE: RECEPTIONIST

LOCATION: CHISASIBI SWIMMING POOL

CORE FUNCTION: Under the direct supervision of the Director of Recreation and Leisure but more specifically the Aquatic Coordinator, the Receptionist will be working at the Chisasibi Swimming Pool; he/she will perform a variety of duties including office work, answering telephone, monitoring the Swimming Pool schedules and performing cashier duties. Welcome clients and the public in a courteous and professional manner, ensuring their needs are addressed and directing them as required.

MAIN DUTIES AND RESPONSIBILITIES:

- Prepare and type correspondence and documents using software such as Word, Excel, PowerPoint, Canva, and other office tools.
- Open, sort, and distribute incoming mail and other materials to the appropriate individuals.
- Respond to telephone inquiries, provide general information to clients and the public, relay messages, and make outgoing calls regarding program cancellations or changes.
- Ensure bulletin boards are regularly updated and coordinate the posting of information on social media platforms.
- Welcome visitors to the pool in a courteous manner, identify their needs, and direct them appropriately.
- Monitor and control pool entries to maintain order and prevent unsafe behavior or vandalism.
- Perform cashiering duties related to pool admissions and the sale of equipment or merchandise.
- Maintain and reconcile records of entries and pool-related sales.
- Provide administrative support to the Lifeguard and Aquatic Coordinator, including preparing memos, posters, letters, filing, and scheduling.



- Send and receive communications via fax and email, ensuring documents are organized and delivered to the appropriate recipients.
- Photocopy, collate, and distribute documents for mailing and filing purposes.
- Process reservation requests and maintain accurate booking records.
- Coordinate and organize pool schedules in alignment with planned activities and programs.
- Prepare requisitions for supplies and materials as needed.
- Compile and maintain data, statistics, and other relevant information.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to assist in other departments
- Perform other general office duties as required.

EMPLOYMENT REQUIREMENTS:

- Must have Secondary 5 Diploma
- Must have a General Office Clerk Diploma/Certificate or its equivalent
- Have work experience in a computerized environment – essential
- Strong computer skills – Word, Excel, Power Point, Publisher, Canva, etc.
- Must possess strong administrative and organizational skills
- Must be able to write and speak English and Cree, French is an 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/on-contract – 35 hours per week, 1 pm-9 pm, Monday to Friday
- Must be willing to work evenings, weekends and holidays

SALARY:

- Salary Range: minimum \$33,670.00 to maximum \$50,905.40 annually, depending upon experience and qualifications

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

Posting Date: April 2, 2026
End of Posting: April 20, 2026

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM