



EMPLOYMENT OPPORTUNITY

OFFICE CLERK/FUEL ATTENDANT

POSITION SUMMARY

Henvey Inlet First Nation is seeking a full-time **Office Clerk/Fuel Attendant** to join our Administration. The Office Clerk/Fuel Attendant reports to the Director of Finance/Administration and is responsible for providing administrative and clerical support to Henvey Inlet First Nation's Band Administration Office and Health Centre and acts as backup coverage for the Henvey Inlet First Nation Gas Bar as needed. This position requires excellent customer service and organizational skills.

MAIN RESPONSIBILITIES

The Office Clerk/Fuel Attendant will be responsible to:

- File correspondence, invoices, receipts, documents and other records in alphabetical, numerical or any other required ordering system
- Locate and remove materials from files when requested
- Prepare incoming and outgoing mail for distribution
- Keep accurate and complete records and forms of filed items
- Create new files, labels and records as necessary
- Eliminate unnecessary or outdated materials, destroying them or transferring them to inactive storage archives according to file maintenance/legal guidelines
- Provide back-up coverage to the Receptionist/Administrative Assistant when required
- Answer calls and refer all inquiries to the appropriate individuals or departments
- Take and record telephone, e-mail, or written messages for staff members
- Draft correspondence, forms, letters, reports, and memos as necessary
- Receive and distribute all forms of paper correspondence
- Assist in the compilation and maintenance of data for various reports as necessary
- Schedule appointments for interviews
- Provide back-up coverage to the Gas Bar when required
- Greet Gas Bar customers and refuel vehicles
- Assist with the sale of automotive products, in-store merchandise and tobacco products, ensuring restricted products are sold only to customers that are of the required age by requesting appropriate identification
- Process sales transactions, receive payments and issue correct change and receipts
- Count money in cash drawer at the beginning and end of shifts, dropping end of shift deposits in Finance deposit box
- Maintain clean and orderly checkout areas and Gas Bar exterior
- Stock shelves and price items
- Change fuel prices on signage
- Perform other duties as assigned from time-to-time by Chief and Council or the Director of Finance/Administration

QUALIFICATIONS

- Must be 19 years of age or older
- Grade 12 diploma or equivalent
- Previous administrative experience preferred
- Previous gas station attendant experience an asset
- Current First Aid and CPR Level C an asset
- Strong computer and typing skills
- Intermediate knowledge of Microsoft Word and Excel
- Excellent customer service and interpersonal communication skills
- Strong written and verbal communication skills
- Exceptional organization and time-management skills
- Strong attention to detail
- Basic mathematical skills
- Professional attitude and a strong work ethic
- Willingness to work rotating and flexible hours, including occasional weekends, a must

HOURS OF WORK

Full-Time – 31.5 hrs/week

REMUNERATION

\$16/hour

START DATE

As soon as possible

APPLICATION DEADLINE

June 21, 2019

Those interested in applying should submit their resume and cover letter in confidence to:

Henvey Inlet First Nation – Human Resources

295 Pickerel River Rd.

Pickerel, ON P0G 1J0

Tel: (705) 857-2331

Fax: (705) 857-3021

Email: samantha.bradley@henveyinlet.com

We thank all applicants, however only those selected for an interview will be contacted.

Henvey Inlet First Nation gives preference to all qualified First Nations people in accordance with Section 24(1) (a) of the Ontario Human Rights Code.