



# CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

## EMPLOYMENT OPPORTUNITY

### PUC ASSISTANT – FULL TIME (HOURLY)

**PROGRAM AREA:** PUBLIC WORKS  
**POSITION TITLE:** PUC ASSISTANT  
**REPORTING PROTOCOL:** REPORTS TO PUBLIC WORKS MANAGER

**POSITION DESCRIPTION:** The PUC Administration Assistant is a project administration position for the Chippewas of Kettle & Stony Point Public Works Department. They are responsible for providing senior level administrative services for infrastructure contractor arrangements, purchasing, inventory, financial reporting, and office administration to support the Public Works Department.

#### **EDUCATION/SKILL REQUIREMENTS:**

- Grade 12 diploma or equivalent.
- Must have previous financial and project administration work experience.
- Experience with analysis of financial contracts and contribution agreements.
- Understanding of infrastructure, contract tendering and applicable regulations.
- Knowledge of the CKSPFN Employment Policies and Procedures and Financial Management By-Laws.
- Proficient experience working with Microsoft computers programs, Microsoft office, excel and accounting programs.
- Valid driver's license required.

#### **PREFERENTIAL HIRING REQUIREMENTS:**

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME  
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,  
CLOSING DATE – MARCH 19<sup>TH</sup>, AT 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,  
ATTN: HR – PUC ASSISTANT

**Email to: [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)**

**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**

**Fax: 519-786-2108**

*A full Job Description is available: contact the HR assistant at [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)*

*Interviews will be scheduled shortly after the closing date.*

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT