



# HIAWATHA FIRST NATION EMPLOYMENT OPPORTUNITY

**Posting Type:** Internal

**Position Title:** ORRS Store Clerk

**Location:** Hiawatha, ON

**Duration:** Full-Time Permanent

**Posting Closes/Deadline:** May 3, 2025 at 11:59 pm

**Tentative Interview Date:** May 5-9, 2025

**Salary Range:** \$18.30-\$20.45/hour

## **About Us:**

Hiawatha First Nation provides services to the citizens of Hiawatha. These services include health, social, administrative, membership, public works, lands and education. It is essential that these services are provided in a way that supports the Hiawatha's vision statement and the 7 Grandfather teachings of humility, honesty, bravery, wisdom, truth, respect and love.

## **Position Summary:**

Under the direction of the Old Railroad Stop Manager, the ORRS Store Clerk will perform the day-to-day activities for the efficient operation of the Gas Bar/Convenience Store at Hiawatha First Nation.

## **Reporting:**

This position will report to the Old Railroad Stop Manager.

## **Summary of Main Responsibilities:**

- Provide excellent customer service
- Sell merchandise
- Receive payments by cash, debit card, and credit card
- Calculate total payments received, reconcile with cash and prepare shift end reports
- Provide full gas bar services including propane
- Monitor gas bar
- Maintain facility according to Health & Safety Regulations
- Ensure gas bar and store shelves are stocked, and, as required, place product orders
- Follow policy and procedures for the facility operations
- Perform gas bar attendant duties
- Promote the vision, mission and values of Hiawatha First Nation
- Other duties as assigned.

## **Requirements:**

- Minimum of Grade 12 or equivalent training and experience
- Experience in a customer service field
- Experience in inventory control
- Must be able to work flexible hours, including evenings and weekends
- Must be willing to work in all departments of the store
- Reliable transportation
- Possess WHMIS Training or a willingness to train
- Able to provide a clear CPIC

## **Knowledge, Skills and Abilities:**

- Experience with computer programs
- Ability to work as an individual and as part of a team
- Excellent organizational skills

*We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.*

- 🌟 Time management
- 🌟 Must be punctual/dependable
- 🌟 Ability to work under pressure
- 🌟 Ability to problem solve
- 🌟 Math skills
- 🌟 Ability to work in a team environment and independently

**Behavioural Competencies:**

- 🌟 Must maintain strict confidentiality
- 🌟 Be honest, respectful and trustworthy
- 🌟 Be a team player
- 🌟 Be creative and flexible
- 🌟 Demonstrate sound work ethic
- 🌟 Demonstrate keen attention to detail
- 🌟 Proven ability to work with people of diverse education, cultural and language backgrounds

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation  
431 Hiawatha Line  
Hiawatha, ON  
K9J 0E6  
ATTN: Zachary Friar, HR Coordinator

By email: [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

For more information please contact Zachary Friar at (telephone) 705-295-4421 ext. 209 or (email) [hr@hiawathafn.ca](mailto:hr@hiawathafn.ca)

To find out more about Hiawatha First Nation, please visit our website at [www.hiawathafirstnation.com](http://www.hiawathafirstnation.com)

- 🌟 *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- 🌟 *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- 🌟 *Late applications will not be considered*
- 🌟 *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*