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EMPLOYMENT OPPORTUNITY

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Arena General Helper
Location: 13 Lakeshore Road, Nemaska, Quebec, J0Y3B0
Salary: (\$20.60 – \$30.90/hour)
Closing Date: August 14, 2025
Employment Status: Contract (8 months)

Summary of Position

The Arena General Helper is responsible for regular cleaning of the arena area, including locker rooms. The incumbent performs ice maintenance duties and ensures flood room is organized and tidy. s/he provides customer service to the general public.

Duties and Responsibilities

- Perform general cleaning, minor repairs and other maintenance work to keep the premises and grounds in good shape.
- Regularly tour the premises during the shift to ensure all equipment and floors are clean.
- Clean locker rooms, ensuring all surfaces are swept, wiped, etc.
- Ensure sufficient supplies of toilet paper, hand towels, soap, etc.
- Assist other workers in simple tasks, following given instructions.

Qualifications

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education

- Basic First Aid.

Experience:

- Any pertinent experience will be considered.

Languages

- Spoken fluency in Cree and English.
- Written fluency in English.

Knowledge and abilities

- Capacity to work independently or with a team.
- Good communication skills.

Working Environments

The Arena General Helper works at the Sports Complex is responsible for working accordingly to the established schedule with one hour off for a meal. In addition, occasional overtime may be required, as well as attendance at odd hours and weekends.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
Cree Nation of Nemaska
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