

## **JOB OPPORTUNITY**

### **Checkpoint Co-Ordinator**

Sagkeeng First Nation is seeking a Checkpoint Co-ordinator to monitor the 3 checkpoints in Sagkeeng.

#### **DUTIES:**

- Ensure all shifts have an appropriate number of staff for the checkpoints
- Find replacement workers for the checkpoints when staff are absent
- Ensure checkpoints have appropriate equipment to run smoothly
- Deliver supplies to the checkpoints
- Daily checks on checkpoint locations
- Respond to any complaints
- Entering daily hours of employees on timesheets
- Submit payroll every two weeks to finance
- Hand out paychecks to employees
- Submit invoices to finance (firewood, porty potties, gas, oil, etc)
- Issue warnings, suspensions and terminations to employees
- Keep accurate records of payroll and other paperwork
- Check with maintenance personal regularly to ensure all equipment is up and running
- Investigate any incidents that may occur at the checkpoints
- Other duties as required

#### **QUALIFICATIONS:**

- Grade 12 education or equivalent,
- Must be at least 18 years old,
- Ability to lift 50 lbs on a regular basis
- Must be able to work irregular shifts and at various times during the day and weekends,
- Ability to work as part of a team or independently as required,
- Ability to demonstrate initiative and self-motivation
- Must possess good reading, writing, and good oral and written communication skills,
- Ability and willingness to take direction and complete tasks with minimum supervision,
- Attention to manage multiple tasks and develop appropriate priorities,
- Must have a valid Class 5 Drivers Licence



**Application deadline:  
May 14/21**

#### **Applicants MUST submit a:**

- Cover letter/ résumé including active contact information,

#### **Along with:**

- Current criminal record and vulnerable sector checks;
- Abuse registry checks or proof of application for them.
- Contact information for 3 work related references

#### **Attention to:**

**S.E.T.S.  
Box 8, Fort Alexander, MB  
R0E 0P0**

Cover letters and résumés can be mailed to the above address or emailed to [jobs@sagkeeng.ca](mailto:jobs@sagkeeng.ca), or dropped off at the SETS Office.

**LATE SUBMISSIONS WILL  
NOT BE ACCEPTED UNDER  
ANY CIRCUMSTANCES**

PLEASE BE ADVISED THAT ONLY  
THOSE SELECTED FOR AN  
INTERVIEW WILL BE CONTACTED