



One Arrow First Nation Employment Opportunity

Customer Service Liaison – Tribal Thread Company (1 Full-time Term Position)

POSITION SUMMARY:

Tribal Thread is a company of One Arrow First Nation providing consumers with clothes, school supplies and office essentials. Under the direction of the managing partner and located at Fire Creek Gas & Grill in Saskatoon, this position will provide customer service and assistance for the company. This is a term position ending March 31, 2027.

RESPONSIBILITIES:

- Serve as the first point of contact for Tribal Thread customers and community members.
- Respond to customer inquiries by phone, email, and social media.
- Assist with customer follow-up and order updates.
- Promote Tribal Thread products through social media and community events.
- Prepare promotional materials and product displays.
- Assist in organizing trade shows, conferences, and community events.
- Assist with maintaining website content, updates, and monitoring on-line inquiries.
- Assist with receiving and organizing inventory.
- Help prepare customer orders for shipping or pickup.
- Maintain inventory records and organize stock.
- Maintain inventory levels
- Answer phones and greet visitors.
- File documents and maintain electronic records.
- Schedule meetings and appointments.
- Assist with data entry and preparing reports.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS:

- High school diploma or equivalent.
- Some work experience in customer service and retail preferred.
- Strong communication skills.
- Basic computer knowledge (Microsoft Office).
- Friendly and professional attitude.
- Good organizational skills.
- Ability to work independently and as part of a team.
- As a condition of employment must provide:
 - A current criminal record Check; and
 - Comply with Fit for Duty policy and participate in mandatory pre-employment drug and alcohol test.
 - Funding parameters require applicants to have a **Saskatoon residence**, status registration as **First Nation** and must register with Saskatoon Tribal Council Employment & Training Services.

Please submit cover letter, resume and three professional references to:

Human Resources

Box 147, Bellevue, SK. S0K 3Y0

Or Email: jobs@onearrow.ca

Deadline: September 11, 2026