



THE MISSISSAUGAS OF THE NEW CREDIT FIRST NATION
is accepting applications for the casual position of

“Receptionist”

Job Summary: Provides central reception to staff, Council, and guests at the Band Office, maintain the reception area, mail room and communications room (logging incoming/outgoing mail, distributing mail to relevant departments and updating general information materials in the office, orders office supplies as required, maintaining inventory, logging and distributing general materials such as purchase orders, expense claims and invoice requests.

Basic Mandatory Requirements: Grade 12 or equivalent, plus one year of related work experience

Term: Casual, on call – subject to variable hours during the day/week

Salary: \$15/hr

Apply To: Applications will be accepted by mail, fax or delivery to:

Mississaugas of the New Credit First Nation
2789 Mississauga Road,
RR#6 Hagersville, Ontario
N0A1H0

Attn: Nicole LaForme-Hess

Completed applications will also be accepted at Nicole.LaForme-Hess@mncfn.ca

DEADLINE: Open Call for interested applicants

For consideration, all applications **MUST INCLUDE** the following:

- Resume and Cover Letter
- Proof of Educational Qualifications
- 3 References, with 2 being work related if possible

Miigwech for your interest in this casual position.