



THE MISSISSAUGAS OF THE NEW CREDIT FIRST NATION

Is accepting applications for the permanent full-time position of

“Minute Taker”

Closing Date: May 3rd, 2018 at 12:00 Noon

JOB SUMMARY

To provide administrative support to the Department of Consultation and Accommodation and to improve the organizational effectiveness by accurately recording preparing and distributing meeting minutes of the MNCFN internal and external committees/events. The Minute Taker will also assist in the preparation and coordination of special events.

MANDATORY REQUIREMENTS/EDUCATIONAL QUALIFICATIONS

- College diploma with two years of related work experience in minute taking OR
- Grade 12 or equivalent plus four years related work experience in minute taking
- Proficient in computer operations, with specific knowledge to Microsoft Word, Excel, Outlook and Adobe Acrobat

REQUIRED KNOWLEDGE AND ABILITIES

- Excellent grasp of the English language and of grammar, punctuation and spelling
- Familiar with standard concepts, practices and procedures within minute taking
- Ability to work flexible hours, including evenings and weekends
- Ability to travel as required
- Successful candidate must possess a Valid driver’s license and proof of insurance
- Successful candidate must provide an updated criminal record check including vulnerable sector check

SALARY: \$32,953.50 - \$45,805.50

Please submit your cover letter, resume, proof of educational qualifications and three (3) current references, with two of the references being work related if possible to:

The Mississaugas of the New Credit First Nation

Attention: MNCFN Personnel Committee

2789 Mississauga Rd, RR.#6

Hagersville, Ontario N0A 1H0

Applications will also be accepted via fax at 905-768-1225 or via email to the address listed below.

A copy of the detailed job description may be obtained at the New Credit Administration

Building or by email at HRAssistant@mncfn.ca

Miigwech to all applicants – only those selected for an interview will be contacted.