



The MISSISSAUGAS OF THE NEW CREDIT FIRST NATION

is accepting applications for the full time, permanent position of

“Office Clerk”

Closing Date: December 6th, 2018 at 12:00pm

Job Summary:

The Office Clerk provides clerical support services to the Chief and Council and the band administration office staff.

Educational Qualifications/Minimum Requirements

- College diploma in business administration or related field
- OR Grade 12 or equivalent and a minimum of five years clerical experience in a related field

Other Requirements

- Must have good computer skills, with strong knowledge of Microsoft Word and Excel
- Must have a Safe Food Handlers Certification or be willing to take it as soon as possible
- Must provide a satisfactory Criminal Reference Check, current within the last 12 months.

Salary: \$36,662.50 - \$51,350.50

Please submit your cover letter, resume, proof of educational qualifications and three (3) current references, with two (2) being work related if possible to:

The Mississaugas of the New Credit First Nation

Attention: Personnel Committee

2789 Mississauga Road

RR#6 Hagersville, ON

N0A 1H0

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

A detailed job description is available at the New Credit Admin Building or by email at

hassistant@mncfn.ca

Miigwech to all who apply, only those candidates selected for an interview will be contacted.