



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the contract position of

“Acting Working Manager”

Closing Date: March 14th, 2019 at 12:00pm

Job Summary:

Responsible for the general management and administration of the Variety Store and Gas Bar by ensuring complete and effectual customer service while operating the store and kiosk on a regular working shift, ensuring that all the administrative duties are completed and maintained on a regular basis, ensuring a high standard of operational effectiveness and efficiency, ensuring effective inventory control and product pricing, ensuring adherence to existing store policies and ensuring adherence to all provincial and federal statutes and regulations, where applicable, including but not limited to payroll deductions, workman’s compensation, the Ontario Tobacco Act and the Gasoline Handling Act.

Educational Qualifications/Minimum Requirements

- Post secondary Diploma with 2 years’ business experience
OR Grade 12 education or equivalent plus 5 years’ related experience
OR a comparable combination of education and experience relevant to the position
- Demonstrated experience in the operation of a retail store; preferably a variety store/gas station;
- Competent working knowledge of accounting principles and procedures;
- Working knowledge of inventory control and product pricing;
- Working knowledge of office and security equipment; and,
- Solid background in computers with specific knowledge of Microsoft Word and Excel and accounting software
- Results of a current Criminal Reference Check

Hourly Wage: Based on applicable experience, 40 hours per week

Term: Contract position up to 1 year OR upon the return of the incumbent, whichever occurs first.

Please submit your cover letter, resume, proof of educational qualifications and three current references to:

The Mississaugas of the 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 Administration Building or by email at Kerri.King@mncfn.ca

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