



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time, permanent position of

“LMR Assistant”

Closing Date: May 2nd, 2019 at 12:00pm

Job Summary:

The LMR Assistant will provide clerical and administrative support to the staff of the Lands, Membership and Research Department and will become knowledgeable of and certified in the Lands and Membership Program.

Educational Qualifications/Minimum Requirements

- College diploma with 2 years of office experience OR
- Grade 12 education and 5 years related work experience in a First Nation environment
- Must have a solid background in computers with specific knowledge of Microsoft Word and Excel
- Knowledge of the Mississaugas of the Credit's history
- Demonstrated experience in the area of public relations
- Must provide or be willing to submit a recent successful criminal reference check
- Must be willing to obtain their Safe Food Handlers Certificate

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

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
NOA 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 Building or by email at stephanie.laforme@mncfn.ca

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