



## THE MISSISSAUGAS OF THE CREDIT FIRST NATION

Is accepting applications for the permanent full-time position of

### **“Social and Health Services Secretary/Receptionist”**

Closing Date: June 20, 2019 at 12:00 Noon

#### **JOB SUMMARY**

The Secretary-Receptionist is responsible for central reception and providing support to the Director and staff for all Social and Health Services located in the Social and Health Services building.

#### **MANDATORY REQUIREMENTS/EDUCATIONAL QUALIFICATIONS**

- Grade 12 or equivalent plus one year of related work experience

#### **REQUIRED KNOWLEDGE AND ABILITIES**

- Working knowledge of a multi-line phone system
- Working knowledge of the use of office machines: fax, photocopier, shredder
- Solid background in computers, with specific knowledge of Microsoft Word and desktop publishing software, email, and Internet use for booking travel and purchasing supplies
- Ability to work cooperatively with other staff and management
- Ability to relate effectively to community members

**SALARY:** \$29,281.50 - \$40,297.50

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 Credit First Nation**

**Attention: MNCFN Personnel Committee**

**2789 Mississauga Rd,**

**Hagersville, Ontario N0A 1H0**

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

For this Entry Level position, MNCFN band members will be given preference. A detailed job description may be obtained at the New Credit Administration Building or by email [stephanie.laforme@mncfn.ca](mailto:stephanie.laforme@mncfn.ca).

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