



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for a full time, contract position of

“Minute Taker”

Closing Date: January 21, 2021 at 12:00pm

Job Summary:

To provide administrative support and minute taking functions to the Department of Consultation and Accommodation (DOCA), and to improve the organizational effectiveness by accurately recording, preparing and distributing meeting minutes of various DOCA and MCFN internal and external committees/events and by assisting in the preparation and coordination of special events.

Educational Qualifications/Minimum Requirements

- College Diploma with two years of related work experience in minute taking;
- OR Grade 12 or equivalent plus four years of work experience in minute taking.

Knowledge, Skills and Abilities

- Must be proficient in computer operations, with specific knowledge of Microsoft Word, Excel, Outlook and Adobe Acrobat;
- Excellent grasp of the English language and of grammar, punctuation and spelling;
- Familiar with standard concepts, practices and procedures within minute taking;

Other Requirements

- Must possess a valid driver’s license and access to a reliable vehicle with proof of insurance.
- Must provide a recent criminal reference check with a vulnerable sector screening.
- Must have a Safe Food Handler’s Certificate or be willing to obtain as soon as possible.

Hourly Rate: \$16.89 - \$23.49, based on experience

Term of Contract: Up to 1 year

Please submit your cover letter, resume, and three current references (in addition to the above) 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 Admin Building or by email at stephanie.laforme@mncfn.ca

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