



The MISSISSAUGAS OF THE CREDIT FIRST NATION

is accepting applications for the full time, permanent position of

“Administrative Support”

Closing Date: October 28, 2021 at 12:00pm

Job Summary:

The Administrative Support is responsible for the reception area and providing support to the Director and staff at the Department of Consultation and Accommodation (DOCA).

Educational Qualifications/Minimum Requirements

- Grade 12 or equivalent, plus three years of related work experience
- Experience in a First Nation office environment
- Strong familiarity with DOCA’s policies and procedures

Knowledge, Skills and Abilities Required

- Working knowledge of a multi-line telephone system and a working knowledge of the use of office machines: fax, photocopier, shredder
- Solid background in computers, with specific knowledge of MS Word and desktop publishing software, email and internet use for booking travel and purchasing supplies
- Knowledge of the Mississaugas of the New Credit First Nation Traditional Territory
- Must have access to reliable transportation

Salary Range: \$29,281.50 – \$40,297.50

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

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
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.