The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the Full Time Permanent position of
“Office Manager”
Closing Date: November 18, 2021 at 12:00pm

Job Summary:
To provide executive assistance and office management to ensure efficient and effective office operations.

Education
• Post secondary diploma in business
• OR 3 years work related experience

Skills and Knowledge
• Strong knowledge and demonstrated experience with spreadsheets, word processing and data base management
• Demonstrated knowledge of Sage Accounting Software and other related accounting software
• Excellent verbal and written communications skills
• Must be highly organized
• Ability to work as part of a team and independently with minimal supervision when necessary
• Ability to represent the core values of the Mississaugas of Credit First Nation
• Demonstrated ability to build positive, constructive and effective working relationships
• Proficient in all functions of MS office (Word, Excel, PowerPoint and Outlook)

Other Requirements
• Must have access to reliable transportation

Salary: $43,969.50-$62,329.50

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
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 New Credit 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.