



The MISSISSAUGAS OF THE CREDIT FIRST NATION
Is accepting applications for the Summer Student Contract position of
“Human Resources/Administration Clerk”

Closing Date: June 30, 2022 @ 12:00PM

Job Summary: To provide clerical and administration support to the Human Resource Department. As well, assist the Administration Department on an as needed basis.

Qualifications

Education and Experience

- Post secondary Student currently enrolled in a FT Educational Program (eg. Business Administration or Human Resources) and returning to FT Studies in September 2022. (eg – Business Administration or Human Resources) OR
- Proficient in computers, with specific knowledge of Microsoft Excel and Word

Knowledge/Skills/Abilities

- Working knowledge of the use of office machines: fax, photocopier, scanner, shredder;
- Ability to take direction and strictly follow MCFN confidentiality policies;
- Ability to produce quality content in high paced environment and under short time frames and/or stressful situations
- Ability to work cooperatively with other staff and management;
- Ability to maintain the confidentiality of the workplace;
- Must be have superior verbal and written communication skills, both written and orally, with employees and management
- Critical thinking skills, including the ability to research, analyze and evaluate and make recommendations concerning complex information and ideas.

Assets

- Knowledge of the Canada Labour Code and the Canadian Human Rights Code
- Knowledge of Federal employment standards
- Experience in a First Nation organization
- Knowledge of Accpac, Sage Time & Attendance, Sage Payroll and Sage HRMS systems
- Knowledge of Work Place Health and Safety Committees

Other Requirements

- Must possess a valid G class driver’s license
- Must be willing to provide a current CPICVS
- Must have a Safe Food Handler’s Certificate or be willing to obtain one
- Must be between the ages of 15 – 30 years old
- Must be Mississaugas of the Credit First Nation Band Member.

Compensation: Set wage of \$16.00/ hour

Start date: May 30, 2022

Duration: 12 weeks

To apply: Please submit your completed Employment & Training Intake Package, with Resume, Cover letter, and 3 references to:

Human Resources - Mississaugas of the Credit First Nation
2789 Mississauga Road
Hagersville, ON
NOA 1H0
or via email to: stephanie.laforme@mncfn.ca

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