The MISSISSAUGAS OF THE CREDIT FIRST NATION
Is accepting applications for the Summer Student Contract position of
“Summer Student – Human Resources Clerk”
Closing Date: July 6, 2023 @ 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 2023. (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 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

- Wages $17.00 hourly
- Duration: up to 9 weeks beginning July 5, 2023

Please submit your completed Employment & Training Intake Package, cover letter, resume, proof of educational qualifications and three current references to:
stephanie.laforme@mncfn.ca

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 Administration Building or by email at
stephanie.laforme@mncfn.ca