



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the part time, contract position of
“Ontario Works Administrative Clerk”

Closing Date: November 24th, 2023 at 12:00PM

Job Summary: The Ontario Works Administrative Clerk is responsible for providing administrative support to the Ontario Works department.

Education:

- High school diploma or equivalent plus one year of related work experience.
- One year previous experience working in an administrative office support role.

Knowledge:

- Solid background in computers with specific knowledge of Microsoft Word, Excel, Power Point.
- Knowledgeable of the Mississaugas of the Credit First Nation culture and social structure
- Basic knowledge of customer service.
- Basic knowledge of office equipment.

Skills/Abilities

- Must have strong interpersonal and oral communication skills
- Ability to work cooperatively with other staff and management
- Must be reliable and punctual
- Must be detailed oriented and able to adapt to various filing/reporting systems
- Ability to work independently and as part of a team with limited supervision;
- Must be able to handle clients in crisis and deal with stressful situations in an effective manner.

Other Requirements

- Must have a valid Class “G” driver’s license and use of a vehicle;
- Must sign off on a confidentiality agreement;
- Must be able to work flexible hours as required;
- Must provide a Criminal Reference Check with satisfactory results.
- Must have a Safe Food Handler’s Certificate or be willing to obtain one

Term: 21.5 Hours per week for a term ending March 31st, 2024

Please submit your cover letter, resume, educational qualifications and three (3) references (preferably work related) 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 Admin Building or by email at Alisha.Anderson@mncfn.ca

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