



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full time, permanent position of
“Executive Management Assistant”

Closing Date: February 1st, 2024 at 12:00PM

Job Summary:

To assist the Executive Management Team in ensuring the effective, efficient and responsible operations of the Administration of the Council of the Mississaugas of the Credit First Nation by:

- Ensuring the operations are consistent with the First Nation's vision and management philosophy established by the Council.
- To provide support to the Executive Management Team with the objective of fulfilling the Trailblazers Strategic Plan.
- To provide day-to-day administrative and financial support to the Executive Management Team.
- To provide the organization with proposal and grant writing assistance, along with related reporting requirements.

Education:

- Post-Secondary Degree in business administration or a related field
- OR Post-Secondary diploma in business administration or a related field, plus two years clerical experience
- OR Grade 12 or equivalent and a minimum of five years clerical experience in a related field

Knowledge:

- A working knowledge of the political structures and practices of the Mississaugas of the Credit First Nation.
- Solid background in computers and all Microsoft applications, with specific knowledge of Microsoft Word and Excel.
- A general understanding of various government funding arrangements, programs, regulations and practices relevant to the administration of First Nations.

Skills & Abilities:

- The ability and willingness to make difficult decisions in a timely manner, demonstrating good judgement, respect for organizational policies, and the First Nation values
- Strong written and oral communication skills
- Strong interpersonal and organizational skills
- Ability to maintain the confidentiality of the workplace and to recognize the “need to know” basis
- Ability to multi-task and work productively in stressful situations
- Effective organizational and time management skills to achieve tasks in a tight timeframe
- Ability to deal with challenging personalities and maintain a sense of composure in difficult situations.

Other Requirements

- Must have Safe Food Handlers Certification or be willing to obtain such as such as possible
- Must provide a satisfactory Criminal Reference Check, current within the last 12 months
- Must have demonstrable basic financial understanding and experience
- Basic recording skills and abilities
- Must be willing to work flexible hours, including weekends and evenings
- Must have basic First Aid and CPR Certification or be willing to obtain such

Term: 37.5 Hours per week

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.