



The MISSISSAUGAS OF THE CREDIT FIRST NATION  
is accepting applications for the full-time permanent position of  
**“Administrative Support”**  
**Closing Date March 7, 2024 @ 12:00PM**

#### **POSITION PURPOSE**

The Administrative Support is responsible for office reception, providing support to the Director and staff, and reports to the Director of the Department of Consultation and Accommodation

#### **QUALIFICATIONS**

##### **Education & Experience**

- Grade 12 or equivalent plus three years of related work experience
- Experience in providing exceptional client services
- Experience in a First Nations office environment
- Experience in providing thorough and skillful support to staff and management
- Strong familiarity with DOCA’s policies and procedures.

##### **Knowledge**

- Working knowledge of a multi-line telephone system
- Working knowledge of the use of office machines: photocopier, shredder and laminator
- Proficient knowledge in computers, with specific knowledge of Microsoft Office , email and Internet use for booking travel and purchasing supplies
- Knowledge of the Mississaugas of the Credit First Nation Traditional and Treaty Territory

##### **Skills & Abilities**

- Ability to relate effectively to community members
- Extensive interpersonal skills and phone manners
- Proven organizational skills
- Ability to prioritize and complete multiple tasks and follow-through to achieve project goals
- Ability to read and understand information and ideas presented in writing
- Ability to understand information and ideas presented verbally

##### **Other Requirements**

- Must have access to reliable transportation
- Willingness to learn and acquire new skills in an academic setting

Please submit your cover letter and resume to:

The Mississaugas of the Credit First Nation  
**Attention: Personnel Committee**  
2789 Mississauga Road,  
Hagersville, ON  
NOA 1H0

Applications will also be accepted at the email address listed below.

A detailed job description is available at the Administration Building, or by email at [alisha.anderson@mncfn.ca](mailto:alisha.anderson@mncfn.ca)

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