



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the permanent position of

“Human Resource Assistant”

Closing Date: April 11th, 2024 at 12:00pm

Job Summary:

The Human Resource Assistant is responsible for central reception for the Human Resource Department and providing support to the Human Resource Manager.

Educational Qualifications/Minimum Requirements

- Post secondary diploma in a related field (ie – Administration or Human Resources) plus 2 years’ experience in Human Resources OR
- Secondary School diploma, with a Certificate in Human Resources and 5 years experience in a First Nation office environment

Other Requirements

- Must possess a valid driver’s license
- Must be willing to provide a current CPIC

Knowledge/Skills/Abilities

- Working knowledge of the use of office machines: fax, photocopier, shredder
- Solid background in computers, with specific knowledge of Microsoft Word and Excel
- Ability to work cooperatively with other staff and management
- Ability to maintain the confidentiality of the workplace
- Must be able to communicate clearly, 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

Please submit your cover letter, resume, proof of educational qualifications and three (3) current references, with two (2) being work related if possible 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 MCFN 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.