



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for one full time permanent position of

Major Projects – Assistant

Closing Date: May 2, 2024 @ 12:00PM

Job Summary:

The Major Projects Unit is comprised of a team that is focused on advancing MCFN's engagement and participation in projects that are occurring within MCFN's territory, with a primary focus on major infrastructure and development projects. Current projects include, but are not limited to: The Waterfront Toronto Revitalization, Ontario Place Redevelopment, id8 Downsview, The Canadian National Railway's Milton Logistics Hub, Parks Canada Initiatives, etc.

The Major Projects Assistant provides a range of administrative and project support to help facilitate the effective operation of the Major Projects team. The assistant will provide financial reporting and bookkeeping support to the team and liaison with the MCFN finance department regularly. The incumbent will support the Major Projects manager and team in the maintenance of all financial files and records, coding payment documents, data entry, minute taking, arranging travel, preparing documents and other related duties as assigned.

Education and Experience

- Diploma in office administration, accounting, business or equivalent and relevant training;
- 2+ years of related experience working with a First Nation government or organization.
- Supervisory experience an asset

Required Knowledge/Skills/Abilities

- Excellent financial and mathematical skills;
- Strong understanding of financial and bookkeeping processes and best practices;
- Ability to work as a member of a diverse team, where relationships are developed and maintained;
- Innovative and creative thinker, with ability to think ahead, anticipate outcomes, and solve problems;
- Excellent verbal and written communication skills;
- Ability to work in a fast-paced environment and balance competing priorities;
- Ability to work well under pressure and meet tight deadlines;
- Strong organizational skills;
- Ability to maintain a high degree of confidentiality;
- Willingness to take direction, guidance and supervision;
- Willingness to travel within MCFN territory on short notice
- Computer skills including specific knowledge of Windows operating systems and software, including Microsoft (Excel, Word, Outlook);
- Knowledge of virtual meeting programs, including Microsoft Teams, WebEx, Zoom;
- Knowledge of Aboriginal rights, treaty rights, and First Nations historical, political, and legal issues.

Other Requirements

- Clean Criminal Reference Check/Vulnerable Sector Screening.
- Valid G Class Driver's License and reliable vehicle.
- Safe Food Handler's Certificate or the willingness to obtain one.

Salary: Dependent on Qualifications

Please submit your cover letter, resume, proof of educational qualifications and three current references, two of which are employment 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 Administration Building or by email at:

alisha.anderson@mncfn.ca

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