



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

“Chief’s Executive Assistant”

Closing Date: October 25, 2024 @ 12:00PM

Job Summary:

The Executive Assistant to the Chief is responsible for providing comprehensive support to our executive team. The ideal candidate will possess exceptional clerical and administrative skills, along with a strong ability to manage multiple tasks efficiently.

Education and Experience

- Grade 12 diploma or equivalent and relevant training, and/or certification in Administration.
- Proven experience as an Executive Assistant or in other administrative roles is preferred.
- 1 year experience in financial services required
- 1 year experience in administration required
- 1 year experience in phone etiquette and an office setting required

Required Knowledge/Skills/Abilities

- Strong organizational skills with the ability to prioritize tasks effectively
- Proficiency in Microsoft Office Suite (especially Outlook)
- Excellent written and verbal communication skills
- Ability to work independently while also being a collaborative team player

Assets

- Familiarity with MCFN history, community, and governance structures and procedures.

Other Requirements

- Results of a current Criminal Reference Check/Vulnerable Sector Screening
- Valid G Class Driver’s License and reliable vehicle

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 HRClerk@mncfn.ca

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

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