



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full time, 1 year contract position of
“Estates Clerk”

Closing Date: November 28th, 2024 at 12:00pm

Job Summary:

As part of the Lands and Membership department, the Estates Clerk will work to establish a tracking system for all estates and estate lands on Mississaugas of the Credit First Nation “MCFN”, and to communicate with the regional estates officer of Indigenous Services Canada “ISC” to assist with the estates of on reserve Mississaugas of the Credit members.

Education:

- Grade 12 education and office experience would be an asset

Knowledge:

- Working knowledge of the use of office machines.
- Solid background in computers, with specific knowledge of Microsoft Word and Excel
- Demonstrated experience in the area of public relations
- Experience in working in a First Nation’s environment

Skills & Abilities:

- Ability to work cooperatively with other staff
- Ability to relate effectively to community members
- Able to work unsupervised and accomplish set out tasks in a timely fashion
- Ability to work flexible hours and weekends when required
- Be punctual and reliable

Term: 37.5 Hours per week, ending January 12, 2026.

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 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.