



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full-time, permanent position of
Executive Assistant to the CAO
Closing Date: February 19, 2025 at 12:00pm

Position Purpose

To provide the Chief Administrative Officer with comprehensive, operational, and project support. This role involves managing correspondence, assisting with projects, coordinating schedules, facilitating communications, and fostering relationships with community members, MCFN staff, and external partners.

Education and Experience

- Post-secondary degree in Business Administration or a related field
- Or post-secondary diploma in Business Administration or a related field, plus two years of clerical experience
- Or grade 12 or equivalent and a minimum of five years of clerical experience in a related field

Knowledge

- A working knowledge of the political structures and practices of the Mississaugas of the Credit First Nation
- Solid background in computers and all Microsoft applications, with specific knowledge of Microsoft Word and Excel
- A general understanding of various government funding arrangements, programs, regulations and practices relevant to the administration of First Nations

Skills/Abilities

- The ability and willingness to make difficult decisions in a timely manner, demonstrating good judgement, respect for organizational policies, and the First Nation values
- Strong written and oral communication skills
- Strong interpersonal and organizational skills
- Ability to maintain the confidentiality of the workplace and to recognize the “need to know” basis
- Ability to multitask and work productively in stressful situations
- Effective organizational and time management skills to achieve tasks in a tight timeframe
- Ability to deal with challenging personalities and maintain a sense of composure in difficult situations

Other Requirements

- Safe Food Handlers Certificate or willingness to obtain one
- Satisfactory Criminal Reference Check within the last 12 months
- Basic financial understanding and experience
- Basic recording skills and abilities
- Willingness to work flexible hours, including weekends and evenings
- Basic First Aid and CPR Certificate or willingness to obtain one

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 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.