



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

### **“Human Resource Clerk”**

Closing Date: August 26, 2025

#### **Job Summary:**

The Human Resources Clerk provides essential support to the HR department, reporting directly to the Human Resources Manager. This role is critical in addressing the procedural backlog of HR records and assisting with the digitization of existing paper-based processes. The Clerk will contribute to the preparation and organization of employee files and documentation, supporting the upcoming implementation of the Human Resources Information System (HRIS)

#### **Educational Qualifications/Minimum Requirements**

- High school diploma or equivalent

#### **Knowledge/Skills/Abilities**

- Strong attention to detail and organizational skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook); familiarity with scanning equipment and basic digital filing systems.
- Ability to handle confidential information with integrity and professionalism.
- Comfortable with repetitive tasks and following procedural instructions.

#### **Assets**

- Post-secondary studies in Human Resources, Business Administration

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 [HRAssistant@mncfn.ca](mailto:HRAssistant@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.**