



ADMINISTRATIVE ASSISTANT
MISSISSAUGAS OF THE CREDIT BUSINESS LP

Summary

The Administrative Assistant supports the Executive Assistant to the President and CEO and contributes to the efficient daily operations of the Mississaugas of the Credit Business Limited Partnership (MCBLP) office. This role manages reception, coordinates meetings and events, maintains organized records, and provides administrative support to internal and external stakeholders. The Administrative Assistant is expected to demonstrate professionalism, discretion, and a high level of organization.

Reporting

The Administrative Assistant reports to the Executive Assistant to the President and CEO.

Work Location

This position is based at the corporate office of MCBLP located at 78 1st Line, New Credit Retail Plaza, Mississaugas of the Credit First Nation, Hagersville, Ontario.

Essential Duties and Responsibilities

The primary duties are:

- Serve as the first point of contact by greeting visitors, answering and directing phone calls, and responding to general inquiries.
- Manage incoming and outgoing mail, including courier services.
- Support the Executive Assistant through scheduling, calendar coordination, and preparation of documents for the President and CEO and Board of Directors.
- Draft, proofread, and format correspondence, reports, and other documents.
- Perform clerical duties such as photocopying, scanning, filing, and data entry, while maintaining organized and up-to-date shared files and databases.
- Coordinate logistics for internal and external meetings, including booking rooms, arranging audiovisual equipment, preparing materials, and supporting minute-taking when required.
- Provide logistical support for workshops, training sessions, and staff gatherings.
- Monitor and maintain office supplies, coordinating with vendors to ensure availability.
- Ensure shared spaces, such as meeting rooms and reception areas, remain clean, organized, and well-stocked.
- Assist with setting up meeting rooms, including arranging seating and refreshments.
- Maintain and organize corporate records, including digitizing, archiving, filing, labeling, and ensuring compliance with organizational policies. .
- Assist with arranging travel accommodations and itineraries for the President and CEO and other executives as required.
- Perform additional responsibilities as required to support the evolving needs of the organization.

Education and Experience

- High school diploma required; post-secondary education in business administration or a related field is an asset.
- Minimum of two (2) years of experience in an administrative support role; experience supporting executives or senior management is preferred.
- Proficient in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook, Teams) and other office technology.
- Strong verbal and written communication skills.
- Excellent time management skills with the ability to prioritize and meet deadlines.

- High level of accuracy in all aspects of work.
- Demonstrated ability to handle sensitive information with discretion.
- Must have records management experience.
- Must have an understanding, awareness and appreciation of Indigenous culture and history; experience working in an Indigenous environment would be a strong asset.

Apply

If you are interested in bringing your experience and passion for this role to MCBC, please email your covering letter and resume in confidence by March 27, 2026 to humanresources@mncbc.ca