

TEMPORARY RECORDS MANAGEMENT CLERK
MISSISSAUGAS OF THE CREDIT BUSINESS LP



Summary

The Records Management Clerk is responsible for securely transferring digital files from existing storage systems to a new secured platform while maintaining data accuracy, confidentiality, and file integrity.

Reporting

The Records Management Clerk reports to the Director of Operations.

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

- Transfer digital files and records from legacy systems to a secure platform
- Verify file accuracy, completeness, and integrity during migration
- Organize and maintain digital records according to company standards
- Follow strict confidentiality and data security procedures
- Identify and report transfer errors, corrupted files, or discrepancies
- Maintain logs and documentation of completed file transfers
- Collaborate with IT and operations teams to ensure smooth migration processes
- Perform quality assurance checks on migrated files.
- Meet daily and weekly productivity targets

Education and Experience

- High school diploma or equivalent required
- Previous experience in data entry, records management, administrative support, or digital file handling preferred
- Strong attention to detail and organizational skills
- Comfortable working with cloud platforms, shared drives, and file management systems
- Basic understanding of data security and confidentiality practices
- Proficiency with Microsoft Office and SharePoint
- Ability to work independently and manage deadlines

Salary

\$45,000 - \$56,000 Depending on Experience

Term

3 months.

Additional Considerations

IMPACT OF ERROR

Error in judgement may lead to loss of credibility, poor public relations, public confidence and misinformation resulting in embarrassment and potential liability to MCB-LP.

CULTURE

The purpose of MCBC is to create economic benefits, employment for community members and generate wealth for the Mississaugas of the Credit First Nation (MCFN). MCB-LP will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the MCFN.

All candidates are encouraged to apply. Applicants from Mississaugas of the Credit First Nation and other First Nations will be given preference to deliver services in a First nations Community.

MCB-LP is an equal opportunity employer, committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process. If you require accommodation, please contact Human Resources.

Apply

If you are interested in bringing your experience and passion for this role to MCBLP, please email your covering letter and resume in complete confidence by 4pm May 29, 2026, to humanresources@mncbc.ca