



The MISSISSAUGAS OF THE CREDIT FIRST NATION
Is accepting applications for the full-time, permanent position of

“Administrative Assistant”

Health Services | Full-Time, Permanent

We are seeking a dedicated, organized, and community-minded Administrative Assistant who will play an essential role in supporting the effective delivery of Health Services programs. This position is ideal for someone who is motivated by meaningful work and committed to making a positive impact within the MCFN community.

Key Responsibilities

In this role, you will:

- Maintain and organize computerized and manual filing systems, including attendance records and electronic documents
- Coordinate reporting cycles and manage administrative tracking systems
- Develop internal procedures and tools to support budget monitoring and expenditure control
- Prepare and maintain monthly, quarterly, and annual statistical and financial reports
- Support payroll processes, including timesheet processing and coordination of salary and benefits calculations
- Monitor program budgets, cash flow, and expenditures, identifying potential issues or shortfalls
- Provide financial data to support reporting, audits, and program evaluations
- Coordinate daily operations, meetings, and communications with staff, service providers, and external stakeholders

Qualifications & Experience

We are looking for candidates who bring:

- College diploma in Business Administration, Medical Administration, or Health Administration
- One to three years of administrative experience
- Strong computer skills, including proficiency in Microsoft Word and Excel
- Excellent organizational, communication, and time management skills with the ability to meet tight deadlines.

Assets:

- Knowledge of medical terminology and health system processes
- Familiarity with PHIPA, Indigenous Services Canada, and Ontario health systems

Why Work for MCFN?



Mississaugas of the Credit First Nation
2789 Mississauga Road, Hagersville, Ontario N0A 1H0



Phone: (905) 768-1133
Fax: (905) 768-1225



At MCFN, your work has purpose. You're not just filling a position — you're contributing to the growth, wellbeing, and future of a proud, resilient First Nation. We offer more than employment; we offer meaningful community-centered careers.

Benefits

- Competitive vacation package
- Comprehensive group benefits (Health, Dental, and Life) and pension plan
- Generous paid time off
- **5 mental wellness days**
- Professional development and leadership training opportunities
- Supportive executive leadership environment
- Opportunity to drive meaningful, community-level change

First Nations Preference

In accordance with section 16(1) of the Canadian Human Rights Act and as part of the Mississaugas of the Credit First Nation's commitment to supporting the employment and advancement of Indigenous peoples, preference may be given to qualified candidates who self-identify as First Nations. Applicants who wish to be considered under this preference are invited to voluntarily self-identify in their cover letter.

Mississaugas of the Credit First Nation is committed to fostering a diverse and inclusive workplace. We provide employment opportunities in a manner consistent with applicable human rights legislation and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other ground protected by law, subject to any lawful special programs.

How to Apply

Please submit your résumé and cover letter to: HR.Clerk@mncfn.ca

Deadline: June 9, 2026



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