

**ADMINISTRATIVE ASSISTANT**  
**MISSISSAUGAS OF THE CREDIT BUSINESS LP**



**Summary**

The Administrative Assistant supports the Director of Operations 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 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**

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.
- 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.
- Monitor office spaces and equipment and coordinate maintenance requests with building management or vendors.
- Maintain basic health and safety supplies and assist with simple documentation and checklists for health and safety and emergency preparedness.
- Serve as the first point of contact for basic IT and equipment issues and coordinate resolution with external IT providers or internal contacts.
- Maintain and organize corporate records, including digitizing, archiving, filing, labeling, and ensuring compliance with organizational policies.
- Assist the Director of Operations in organizing operational documents and updating calendars or reminders for renewals, registrations, and vendor contracts.
- Perform additional responsibilities as required to support the evolving needs of the organization.

## **Education and Experience**

- Post-secondary education in business administration or a related field.
- 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.

## **Salary**

\$45,000 - \$55,000 Depending on Experience

## **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 MCBLP.

### 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). MCBLP 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.

MCBLP is an equal opportunity employer, committed to workplace diversity and provides accommodation for 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 July 24, 2026, to [humanresources@mncbc.ca](mailto:humanresources@mncbc.ca)