EXECUTIVE ASSISTANT TO THE CEO

MISSISSAUGAS OF THE CREDIT BUSINESS LP

Location: 78 1st Line, New Credit Retail Plaza, Mississaugas of the Credit First Nation, Hagersville, Ontario
Reports to: Chief Executive Officer / President
Salary Range: $65,000–$75,000 annually

The Mississaugas of the Credit Business LP (MCBLP) is seeking an experienced, highly organized **Executive Assistant to the CEO** to provide high-level administrative and organizational support to the CEO, executive leadership and the Board of Directors.

This is a key position within the Executive Office, suited to an individual who demonstrates sound judgement, professionalism and discretion and who can effectively manage competing priorities in a fast-paced environment.

The Executive Assistant works closely with the CEO, senior leadership, Board of Directors, staff and external stakeholders and plays an important role in ensuring executive activities, meetings, communications and follow-up are well coordinated.

Key Responsibilities

The Executive Assistant will:

- Provide high-level administrative support to the CEO and Board of Directors.
- Manage executive calendars, appointments, meetings, teleconferences and competing priorities.
- Anticipate upcoming commitments and proactively coordinate required preparation and follow-up.
- Coordinate executive, Board and committee meetings, including agendas, meeting materials, invitations, virtual meetings, catering and logistics.
- Prepare accurate meeting minutes and maintain appropriate records of decisions and action items.
- Prepare, edit, format and distribute executive correspondence, reports, spreadsheets, presentations and other documents.
- Review materials prepared for executive signature to ensure accuracy, completeness, grammar and professional presentation.
- Conduct research, compile information and prepare summaries to support executive decision-making.
- Maintain confidential executive records and organized digital and hard-copy filing systems.
- Coordinate business travel, including itineraries, accommodation, meetings and related arrangements.
- Prepare and submit CEO expense reimbursements and reconciliations.
- Handle confidential and sensitive information with a high degree of discretion, professionalism and tact.

Qualifications and Experience

The successful candidate will have:

- Post-secondary education in office administration, business administration or a related field, or an equivalent combination of education and relevant experience.
- A minimum of five (5) years of executive-level administrative experience.
- Advanced proficiency in Microsoft 365, including Outlook, Word, Excel, PowerPoint and Teams.
- Strong written communication, editing, research and records management skills.
- Exceptional organizational and time-management skills with demonstrated attention to detail.
- The ability to effectively manage multiple and changing priorities while meeting deadlines.
- Excellent verbal and written communication skills.
- Sound judgement and the ability to handle confidential and sensitive matters appropriately.
- Experience supporting a Board of Directors, considered a strong asset.
- An understanding, awareness and appreciation of Indigenous culture and history.
- Experience working within an Indigenous organization or community environment, considered a strong asset.

Working Environment

This position works primarily in an office and meeting environment and may include periodic travel and off-site support for Board, executive, business and community commitments.

Flexibility may occasionally be required outside regular working hours to support meetings, travel, urgent executive priorities or time-sensitive Board materials.

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). MCBC will pursue economic self-sufficiency without sacrificing the cultural values and integrity of the MCFN.

All candidates are encouraged to apply. MCBC encourages applications from Indigenous candidates. Preference may be given to qualified MCFN members and Indigenous applicants.

MCBC is committed to providing an inclusive and accessible recruitment and selection process. Accommodation is available upon request for applicants with disabilities throughout all stages of the recruitment process. If you require accommodation, please let us know when contacted, and we will work with you to meet your individual needs.

Qualified applicants are invited to submit a **resume and cover letter** outlining their qualifications and relevant experience to:

HumanResources@mncbc.ca

Please include **"Executive Assistant to the CEO"** in the subject line.

Application Deadline: 4PM December 11, 2026

We thank all applicants for their interest. **Only candidates selected for an interview will be contacted.**

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