



**Position:** Health Services Administrative Assistant

**Salary:** \$ 44,628 – \$50,702

**Hours of Work:** 32 Hours per week

**Circulation Level:** Level I

**Accountability:** Health Services Manager

**Employment Status:** 2 years contract

**Preferences:** MFN Band Members

**The Health Services Administrative Assistant will perform the following duties:**

- Organize monthly Health Services Team meetings and Committee meetings by drafting and circulating notices and agendas by arranging for room set-up, refreshments, and equipment, if required. Prepare information packages for Health Services Committee meetings, if required.
- Prepare and distribute monthly expenditure reports to program workers, Health Services Director, Health Services Manager.
- Review monthly general ledger and recommend journal entries and transfers with the Health Services Director.
- Upon approval, implement paperwork to finance department.
- Monitor monthly telephone and office supply expenditures.
- Draft and/or proofread correspondence, reports, forms, memos, and other material.
- Maintain inventory lists for Health Services.
- Ensure proper functioning of all office equipment and make appropriate arrangements for repairs and/or maintenance.
- Contact suppliers to resolve shortages, missed deliveries and/or other problems.
- Highlight any discrepancies in general ledger to Health Services Director.
- Maintain current general ledger binder. Maintain audit book.
- Develop audit notes in consultation with Director and Managers. File copies of all legal agreements Audit Book.
- Participate in audit and drafting of annual budgets.
- Draft and prepare cheque requisitions and invoices as required.
- Draft and submit annual work plan.

**The Health Services Administrative Assistant will possess the following qualifications, skills, experiences, and attributes:**

- A College Diploma in a Health related field and/or three (3) years clerical experience in health services or strong administrative background.
- Strong financial and budgeting experience. Budgeting skills.
- Must provide a Vulnerable Reference Check from the Canadian Police Information Centre (CPIC), and annual updates.
- Must have a valid Class "G" Ontario Driver's license in good standing and use of a vehicle.
- Must be able to travel on occasion.
- Excellent communication skills. Excellent organizational and time management skills. Excellent interpersonal skills.
- Must possess demonstrated Advanced Excel is requirement for this position.
- Knowledge of bookkeeping is essential for this position.
- Be honest, respectful, and trustworthy; Be flexible; and demonstrate sound work ethics.
- Knowledge of cultural practices and teachings.

**TO APPLY:** Customize your cover letter and resume to the duties, experience, expectations, and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview. Please note that all interviews will be in person. If you are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation Attention: Human Resources Department  
P.O. Box 1299 Blind River, Ontario P0R1B0  
Marked: **CONFIDENTIAL**

**EMAIL:** [hrclerk@mississaugi.com](mailto:hrclerk@mississaugi.com) **FAX:** 705-356-1740

**Deadline: May 17, 2024**

***Thank you to all applicants; however, only those selected for an interview will be contacted.***

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**WALKING IN BALANCE**

A socially and culturally healthy community where individuals have the opportunity to prosper and to achieve their full potential spiritually, emotionally, mentally, and physically through generous and unselfish support for one another, while pursuing balance and harmony within, with each other, and with Mother Earth.