



Akwasasne Wolf Belt

Box 579, Cornwall, Ontario K6H 5T3

# MOHAWK COUNCIL OF AKWESASNE

## JOB POSTING CLERK / RECEPTIONIST PERMANENT FULL-TIME POSITION OPERATIONAL SUPPORT PROGRAM

**Annual Salary: Pay Band 2 \$25,940.38 - \$31,936.44**

### SUMMARY OF RESPONSIBILITY:

Under the supervision of the Assistant Manager, the incumbent is responsible for receptionist duties at the Administration # 1 Building. The incumbent will be responsible to receive and direct the public in a polite and pleasant manner and to also perform clerical support duties.

### QUALIFICATIONS:

High School Diploma or Equivalent (GED). Computer training certificates are required MS Suite – Word Excel, PowerPoint; Must have one year work experience in reception, clerical or administrative duties including working with a variety of computer software.

Must have good verbal and written communication skills; interacts with visitors and community members and all levels of staff in MCA in person or by telephone. Must possess a valid Drivers License and willing to use personal vehicle in the course of employment; Mohawk language would be an asset.

All interested applicants must submit a letter of interest, resume, copies of all certificates/diplomas and a valid driver's license no later than 4:00 p.m. Thursday, February 9, 2012 to:

**Tim Thompson, HR Staffing Officer  
Administration Building #1  
Akwasasne, Quebec  
H0M 1A0  
(613) 575-2250, ext. 2140  
e-mail: [tim.thompson@akwasasne.ca](mailto:tim.thompson@akwasasne.ca)**

**APPLICANTS MUST CLEARLY OUTLINE THAT THEY MEET THE QUALIFICATION REQUIREMENTS ON THE POSTING. NATIVE PREFERENCE IN HIRING.  
A CLEAR CMININAL REFERENCE CHECK IS MANDATORY.  
AN ELIGIBILITY LIST WILL BE CREATED FOR ONE YEAR.**

**APPLICANTS WHO FAIL TO SUBMIT THE REQUIRED DOCUMENTATION WILL BE AUTOMATICALLY DISQUALIFIED.**

