



**ANTICIPATORY JOB POSTING
HUMAN RESOURCE STAFFING OFFICER
FULL TIME TERM POSITION (JULY 2018)
(w/the possibility of permanence)
EXECUTIVE SERVICES**

Annual Salary: CL07 - Step 2-3; \$40,540.05 - \$42,603.50

POSITION SUMMARY:

Under the supervision of the Human Resource Manager, the incumbent implements the entire recruitment and selection process of vacant positions, as well as, orients new employees and promotes MCA as a potential Employer.

QUALIFICATIONS:

- Two (2) year Post- Secondary Diploma preferably in field of Human Resources or Business Administration, OR
- High School Diploma with two (2) to five (5) years' experience in Human Resources Administration;
- Human Resources Certificate considered an asset;
- Knowledge of Mohawk Council of Akwesasne structure and other entities;
- Computer skills; Microsoft Office (Word Excel, Access, Power Point, etc.)

All interested applicants must submit a letter of interest, resume and copies of diplomas and certificates along with three (3) references submitted on a Consent to Release Reference Check Form (Contact Human Resources) along with a copy of valid driver's license, **no later than 4:00 p.m. Thursday, July 27, 2017** to:

Steve Lazore
HR Staffing Officer
Administration # 1 Building
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2150
e-mail: steve.lazore@akwesasne.ca

- **Only those selected for further screening or an interview will be contacted.**
- **Applicants must clearly outline that they meet the qualification requirements on their resume.**
- **A criminal records check is mandatory**
- **Native preference in hiring.**
- **As a requirement of employment all applicants must have a Canadian Social Insurance Number.**
- **An eligibility list will be created for one (1) year.**