



JOB POSTING TOBACCO COMPLIANCE OFFICER FULL TIME PERMANENT POSITION TEHOTIENNAWAKON

Annual Salary: SP09 - Step 2-3; \$44,369.07 - \$46,143.84

POSITION SUMMARY:

Under the supervision of the Director of Tehotiennewakon, the incumbent is responsible for administering the Tax Exempt Tobacco Program, administering the Akwesasne Tobacco Law and assisting in the process of Business Registrations, Non-Profit Organizations and Special Event applications.

QUALIFICATIONS:

- Two (2) years post-secondary degree in related field;
- An equivalent combination of education/training and five (5) years' experience in a security or related field;
- One (1) year administrative experience in a related field
- Computer skills; Microsoft Office (Word Excel, Access, Power Point, etc.)
- Knowledge of the Mohawk culture is an asset.

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.**