



**JOB POSTING
MAIL CLERK
FULL TIME PERMANENT POSITION
AKWESASNE NON INSURED HEALTH BENEFITS
DEPARTMENT OF HEALTH**

Salary Level: CL15 STEP 2-3 \$28,785.92-\$29,937.36

POSITION SUMMARY:

Under the general direction of the Supervisor and Program Manager, the incumbent is the first point of contact for the Akwesasne Non-Insured Health Benefits Program. The incumbent also maintains a daily mail service within the Akwesasne Non-Insured Health Benefits program.

QUALIFICATIONS:

- High School Diploma or equivalent
- Certified in First Aid and CPR, or willingness to be trained and certified.
- Minimum one (1) year experience in an office setting.
- Valid driver's license and clear CPIC.

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three (3) references submitted on the Consent to Release Reference Check Form (contact Human Resource Office) along with a copy of a valid driver's license **no later than 5:00 p.m., Thursday, September 27, 2018 to**

**Shayleen Thompson, HR Staffing Officer
Administration Building # 1
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2150
E-mail: shayleen.thompson@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- 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.
- **Only those selected for further screening or an interview will be contacted**