



**JOB POSTING
ADMINISTRATIVE ASSISTANT
FULL TIME PERMANENT POSITION
ECONOMIC DEVELOPMENT
DEPARTMENT OF TEHOTIENNAWAKON**

Salary Level: CL6 ST 2 \$43,178.12

POSITION SUMMARY:

Under the direction and supervision of the Director and Assistant Director, the incumbent coordinates administrative procedures, public relations activities, researches and analyzes special projects and provides administrative support to the Department of Tehotiennawakon.

QUALIFICATIONS:

- Post Secondary Diploma in Business Administration, Public Administration, Legal Assistant, Communications or a related discipline;
- Minimum three (3) years of relevant work experience;
- Clear Criminal Records Check required.

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three references submitted on the Consent to Release Reference Check form (Contact Human Resources) along with a copy of a valid driver's license **no later than 5:00 pm, Thursday, November 15, 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 year.
- **Only those selected for further screening or an interview will be contacted**