AKWESASNE MOHAWK POLICE

101 Tewesateni Road, Akwesasne, ON K6H 0G5
P.O. Box 90, Akwesasne, Quebec H0M 1A0
Phone: (613) 575-2340 Fax: (613) 575-2334
www.akwesasnepolice.ca

JOB POSTING
EXECUTIVE ASSISTANT
FULL-TIME TERM POSITION (JULY 2019-OCTOBER 2020)
AKWESASNE MOHAWK POLICE SERVICES (AMPS)

Pay Level: CL $43,178.12

SUMMARY OF RESPONSIBILITIES:
Under the direction and supervision of the Chief of Police, the incumbent is responsible for providing confidential duties and administrative support to the Chief of Police, Deputy Chief of Police and other Managerial personnel in support of Police operations, functions and programs.

QUALIFICATIONS:
- Two year's post-secondary community college in business administration or related field;
- Minimum of two years' experience in an office setting, or one year experience as supervisor/manager.

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with a copy of a valid driver's license **no later than 4:00 p.m., Thursday July 4, 2019 to;**

Kenneth (Kuy) Chaussi
HR Labour Relations/Training Officer
Akwesasne Mohawk Police Service
Akwesasne, Quebec H0M 1A0
(613) 575-2340 ext. 3508
E-mail: kuy.chaussi@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.
- A criminal records check is mandatory.
- **Only those selected for further screening or an interview will be contacted.**