



Akwesasne Mohawk Board of Education

P.O. Box 819, Cornwall, Ontario K6H 5T7 or
169 International Road, Akwesasne, Ontario K6H 0G5
www.ambe.ca Tel: (613) 933-0409



JOB POSTING

RECEPTIONIST

**Located at Iohahi:io
Full Time Position**

Salary: Currently under review

POSITION SUMMARY:

Under the direct supervision of the Iohahi:io Management Staff, the incumbent is responsible for providing secretarial support.

QUALIFICATIONS:

- ✓ College certificate in Business Administration or related field together with one (1) year customer service experience; *or*
- ✓ High School Diploma or GED equivalent together with 3-5 years' experience in customer service.

KEY COMPETENCIES

The successful candidate will demonstrate the AMBE key values of: *integrity, equity and accountability* with a focus on:

- **Teamwork:** Working collaboratively and productively with others to achieve results
- **Service Oriented:** Meeting or exceeding student and school needs
- **Results Orientation:** Knowing what results are important, focusing resources to achieve them
- **Cultural Awareness:** Understanding of, and sensitivity to, the distinct Akwesasne Mohawk community, culture and language.

Interested individuals must submit a letter of interest, resume and copies of relevant documentation no later than 2:00 p.m. on August 30, 2019:

Lynn Roundpoint
HR Generalist / Labor Relations Officer
Akwesasne Mohawk Board of Education
P.O. Box 819
Cornwall, ON K6H 5T7
613.933.0409 ext. 1408
Or by hand to
AMBE office behind Peace Tree Mall
Email: lynn.roundpoint@ambe.ca

- Applicant must clearly outline that they meet the requirements on their applications and resume
- A criminal records check is mandatory
- Native preference in hiring
- Applicant MUST have a Canadian Social Insurance Number
- Only those selected for an interview will be contacted