



**JOB POSTING  
OFFICE CLERK  
FULL-TIME INDEFINITE HIRE  
AKWESASNE NON-INSURED HEALTH BENEFITS PROGRAM  
DEPARTMENT OF HEALTH**

**SALARY LEVEL: CL10 ST 2 \$39,230.10  
UNDERFILL SALARY LEVEL: CL10 ST 1 \$37,721.25  
DEADLINE TO APPLY: OPEN UNTIL FILLED**

**SUMMARY OF RESPONSIBILITIES:**

Under the direction of the Program Manager and the Assistant Program Manager, the ANIHB Mail Clerk is responsible for receiving, analyzing, recording, distribution and coordination of all ANIHB Requests for eligible Akwesasne Community members who require Non-Insured Health Benefits across Canada. The incumbent is responsible for all client information and registration in accordance to the MCA Access to Information and Protection of Personal Privacy Regulations as it pertains to the Akwesasne Non-Insured Health Benefits Program.

**QUALIFICATIONS:**

- Post-Secondary Diploma in Office Administration or related field with; minimum of one-year experience in an office setting
- Must possess a valid Driver's License
- Must possess and be willing to use their personal vehicle
- Ability to multitask is essential
- Must be able to prepare and maintain accurate records
- Must know Microsoft Office (Word, Excel, Access)
- Basic accounting skills are an asset

**UNDERFILL:**

- High school diploma or equivalent with minimum of 2-3 years of experience in an office setting
- Must possess a valid Driver's License
- Must possess and be willing to use their personal vehicle
- Ability to multitask is essential
- Must be able to prepare and maintain accurate records
- Must know Microsoft Office (Word, Excel, Access)
- Basic accounting skills are an asset

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

**Submit application packages using one of the following methods (email preferred):**

**E-mail: [jobs@akwesasne.ca](mailto:jobs@akwesasne.ca)**

**Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0**

**Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0**