



**JOB POSTING
ADMINISTRATIVE ASSISTANT
FULL TIME INDEFINITE HIRE
MOHAWK GOVERNMENT
DEPARTMENT OF EXECUTIVE SERVICES**

SALARY LEVEL: CL08 ST3 \$44,347.31

DEADLINE TO APPLY: DECEMBER 5, 2022 BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the Supervision of the Government Support Manager of Mohawk Government, the incumbent is responsible for providing a wide variety of administrative, operational, secretarial and support functions. Serves as a point of contact for information to and from the Mohawk Government office, including preparation of reports, written correspondence. Has communication with a wide range of internal and external contacts, as well as does research and data collection for analyzing relevant information to make recommendations to the Mohawk Council. May be responsible for organizing meetings, conferences, events, and other activities; may also be responsible for coordinating, maintaining, and compiling content for community consultation information or communication reports of Council. The incumbent works closely with twelve Portfolio Chiefs, the Government Support Manager, the Executive Assistant's to Council and the Executive Assistant to the Grand Chief, as well as the respective Departments related to portfolio work.

QUALIFICATIONS:

- Post-secondary diploma in Office Administration or similar with 2 years of recent reception or administrative experience in community government
- Ability to work independently and exhibit a high degree of initiative and self-direction
- Must be able to coordinate and be well organized, using office management principles and procedures
- Must possess a valid driver's license

OR

- High School Diploma with 5 years' experience in reception or administrative experience in community government
- Ability to work independently and exhibit a high degree of initiative and self-direction
- Must be able to coordinate and be well organized, using office management principles and procedures
- Must possess a valid driver's license

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

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

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