



**JOB POSTING
EXECUTIVE ASSISTANT
FULL-TIME TERM HIRE (NOV 2022-SEPT 2023)
W/POSSIBILITY OF EXTENSION
MOHAWK GOVERNMENT
DEPARTMENT OF EXECUTIVE SERVICES**

**SALARY LEVEL: CL05 ST 2 \$47,758.07
UNDERFILL SALARY LEVEL: CL05 ST1 \$45,921.22
DEADLINE TO APPLY: OCTOBER 31, 2022 BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Government Support Manager, the incumbent is responsible for assisting and supporting the Council Chiefs in the performance of political duties by performing administrative and public relations functions.

QUALIFICATIONS:

- A Post-Secondary Diploma in Business Administration, public administration, legal Assistant, Communications or a related discipline and three (3) years' experience at an executive assistant level
- Must have working knowledge of First Nations organizations, Provincial and Federal governments, legislation, policies, programs, services, procedures and directives
- Must possess networking, research, and planning skills
- Must be an effective team player

UNDERFILL

- A Post-Secondary Diploma in Business Administration, public administration, legal Assistant, Communications or a related discipline

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