



**JOB POSTING
ADMINISTRATIVE ASSISTANT
(2)FULL TIME INDEFINITE
CLINICAL CARE
DEPARTMENT OF HEALTH**

**SALARY LEVEL: Pay Band 3 \$51,227.35 - \$78,852.80 ANNUALLY
DEADLINE TO APPLY: JULY 25, 2025 By 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Program Manager, the incumbent is responsible for providing administrative support to the program to ensure an efficient work environment. The Administrative Assistant is responsible for all clerical, basic finance, administrative and primarily the records management function.

QUALIFICATIONS:

- Two (2) year post secondary diploma in Office Administration, Business Administration or related field OR
- High School Diploma with a minimum of three (3) years experience in an office setting.

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

1. Cover letter,
2. Resume,
3. Copies of all relevant certificates/diplomas,
4. Copy of certificate of Indian Status or Secure Certificate of Indian Status (if applicable)
5. Three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment
6. Applicants must be able to travel to all northern portions of Akwesasne, including through the United States as necessary.

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