



**JOB POSTING  
EXECUTIVE ASSISTANT  
ONE YEAR FULL-TIME TERM  
ADMINISTRATION  
DEPARTMENT OF JUSTICE**

**SALARY LEVEL: CL06 ST 3 \$23.9478  
DEADLINE TO APPLY: APRIL 3, 2024, BY 4:00PM**

**SUMMARY OF RESPONSIBILITIES:**

Under the direction and supervision of the Director, the Executive Assistant supports and assists the Director and the Legislative Services Manager in the performance of their administrative duties and oversees the overall operational needs of the department.

**QUALIFICATIONS:**

- Post Secondary diploma in Communications, Office Administration, or related field.
- Three successful years of experience as an Executive Assistant or related positions.
- Previous work experience with a First Nation government /organization is 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**