



**JOB POSTING
EXECUTIVE ASSISTANT
FULL-TIME INDEFINITE HIRE
EXECUTIVE SERVICES
DEPARTMENT OF EXECUTIVE SERVICES**

SALARY LEVEL: CL02 ST 3 \$57,190.51

DEADLINE TO APPLY: AUGUST 15, 2023, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the direction and supervision of the Executive Director, the Executive Assistant supports and assists the Executive Director (ED) and the Special Projects Officer (SPO) in the performance of their administrative duties. The Executive Assistant works in conjunction with the Executive Assistant to the Grand Chief and Council.

QUALIFICATIONS:

- Post-Secondary diploma in Communications, Office Administration, or related field.
- Three successful years of experience as an Executive Assistant or related position.

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