



**JOB POSTING
RECORDS CLERK
(1) FULL-TIME INDEFINITE HIRE
HUMAN RESOURCES
DEPARTMENT OF FINANCE AND ADMINISTRATION**

**SALARY LEVEL: PAY BAND 2 \$47,432.74 - \$73,028.80 ANNUALLY
DEADLINE TO APPLY: JUNE 9, 2025 BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the direct supervision of the HR Manager, the Records Clerk is responsible for creating and maintaining files in accordance with Mohawk Council of Akwesasne's Records Management system. The Records Clerk will ensure files are updated and well organized. As well as providing clerical support to the Human Resources staff.

QUALIFICATIONS:

- Office Administration certificate or completion of an Administrative Assistant training program.
- OR**
- High School diploma with 1-year related experience
Experience in Records Management or Information Systems 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

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

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