



**JOB POSTING  
STAFFING OFFICER  
FULL-TIME TERM POSITION  
WITH POSSIBILITY OF INDEFINITE HIRE  
HUMAN RESOURCES  
DEPARTMENT OF FINANCE AND ADMINISTRATION**

**SALARY LEVEL: CL05 ST 3 \$49,668.39  
DEADLINE TO APPLY: OPEN UNTIL FILLED**

**SUMMARY OF RESPONSIBILITIES:**

Under the supervision of the Human Resources Manager and acting as Staffing Specialist for the organization the incumbent is responsible for providing guidance and assistance on employment options to both MCA personnel, external applicants, and potential applicants. The Staffing Officer is responsible for managing the organizations short-term and long-term hiring needs. Will work with recruiting agencies when needed to fill vacancies and critical human resource shortages. Organize and implement sustainable staffing strategies. Ensures that the organization recruits and retains qualified employees, while nurturing a healthy and productive work environment. The incumbent oversees the full recruitment and selection process; conducts onboarding for new hires and promotes MCA as a potential employer.

**QUALIFICATIONS:**

- Bachelor's degree in business administration, Business Commerce or Human Resources;
  - One (1) year experience in Human Resources or Business Administration;
- OR**
- Two (2) year Post-Secondary Diploma preferably in field of Business Administration- Human Resources;
  - Two (2) years experience in Human Resources or Business Administration;
  - Human Resources Certificate considered 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