



**JOB POSTING
ADMINISTRATIVE ASSISTANT
FULL TIME POSITION
HOUSING MAINTENANCE AND TENANT PROGRAM
DEPARTMENT OF INFRASTRUCTURE & HOUSING**

SALARY LEVEL: CL10 ST2 \$37,332.46

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Technical Assistant, the incumbent is responsible for assisting in, monitoring and maintaining all files and providing support to the program as required.

QUALIFICATIONS:

- Post-Secondary Diploma in related field;
- Three (3) years office administration experience.

All interested applicants must submit a cover letter, resume, and copies of all relevant certificates/diplomas along with three references submitted on a consent to release reference check form (contact Human Resources) **no later than 5:00 PM, Thursday, March 12, 2020 to:**

**Michelle Ransom, A/HR Staffing Officer
Administration Building # 1
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2140
E-mail: michelle.ransom.hr@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- As a requirement of employment all applicants must have a Canadian Social Insurance Number.
- Prior to the start of employment, a satisfactory criminal record check is mandatory.
- An eligibility list will be created for one year.
- **Only those selected for further screening or an interview will be considered.**