



**JOB POSTING**  
**ADMINISTRATIVE ASSISTANT**  
**FULL TIME TERM POSITION (October 2021 – May 2023)**  
**With possibility of indefinite hire**  
**JORDAN'S PRINCIPAL**  
**DEPARTMENT OF HEALTH**

**SALARY LEVEL: CL10 ST2 \$38,460.88**

**SUMMARY OF RESPONSIBILITIES:**

Under the supervision of Jordan's Principal Program Manager, in the Department of Health Administration, the Incumbent is responsible for providing administrative support to Jordan's Principal financial obligations; and administrative functions in order to ensure effective, efficient and accurate financial and administrative operations for Mohawk Council of Akwesasne Jordan's Principal for First Nations Children, in collaboration with funding partners.

**QUALIFICATIONS:**

- Two (2) year Business Administrative Diploma, and two (2) years of related work experience in Health or Social Services;

**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, which can be found on the Akwesasne.ca website under Employment.** Applications should be submitted no later than 5:00 p.m., Monday October 4, 2021 to:

**Sandra Delormier, HR Staffing Officer**  
**Administration Building #3**  
**Akwesasne, Quebec**  
**H0M 1A0**  
**(613) 575-2250, ext. 2147**  
**E-mail: [jobs@akwesasne.ca](mailto:jobs@akwesasne.ca)**

- 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 those candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.**