



**JOB POSTING
ADMINISTRATIVE ASSISTANT
FULL-TIME TERM (JULY 2022-JULY 2024)
ADMINISTRATION
DEPARTMENT OF HEALTH**

SALARY LEVEL: CL09 ST 2 \$40,936.56

DEADLINE TO APPLY: JULY 7, 2022 BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Health Management Coordinator (formerly Executive Assistant), Department of Health Administration, the incumbent is responsible to provide administrative support to the Director, Assistant Director and Health Accreditation Manager to ensure an efficient work environment. The Administrative Assistant is responsible for all clerical, basic finance, administrative and primarily the Records Management Function.

QUALIFICATIONS:

- Two Year Diploma or Certificate in Office Administration with experience in filing and Records Management.
- One year experience in working in stressful situations.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. proof of COVID-19 vaccination,
5. status card (if applicable) and
6. 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