

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nīkaiō 'tenhiserō:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

**ON-CALL - Receptionist/Secretary, Main Building
Finance & Administration Unit**

DURATION:

ON – CALL (As needed basis)

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation
Hours per week

\$16.45 per hour
8:30 am - 4:00 pm
Monday to Friday

**DEADLINE FOR
APPLICATION:**

ON GOING

REQUIREMENTS:

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE
DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.**

- A Signed Privacy Waiver allowing a security check to be performed.
- Photo ID – (Driver's license preferred)
- Letter of intent
- Resume
- Three (3) professional references (name & contact info).**
- Provide Proof of Educational Requirements.
- See attached job description for qualifications.

Please forward your application to:

Dawn Stacey,

Employee Placement Administrator

Human Resources Unit

Mohawk Council of Kahnawà:ke

*** A preference will be given to Aboriginal candidates**

Please note:

*Job descriptions and privacy waivers can be obtained from the Main Reception area at the Mohawk Council of Kahnawà:ke. *A photocopy picture ID is required upon application: (Driver's license AND Band Card).

- **Please ensure applications are submitted complete as requested. Incomplete applications may not be considered**