

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake



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

'Isi Nīkaió 'tenhiseró: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:** Receptionist/Secretary, Client Based Services
- DURATION:** Indeterminate Position
Probation Period- (3) Three months
- DESCRIPTION:** See Attached Job Description
- SALARY:** \$ 659.20 per week
- Hours of Operation** 8:15 a.m. – 4:15 p.m. Monday – Friday
Hours per week (40 hours per week)
- DEADLINE FOR APPLICATION:** Wednesday, April 24, 2019 @ 4:00 p.m.
- 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 along with a **copy of a valid photo ID**
 - **Letter of intent**
 - **Resume**
 - **List Name and contact number of three (3) professional references.**
 - **Provide Proof of Educational Requirements. (See attached job description for the qualifications).**

Please forward your application to
Suzanne Lahache, GM HR Preparedness
Human Resources Unit
Mohawk Council of Kahnawà:ke

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

Please note: *Job descriptions and 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 OR Band Card OR Medicare card).

- **Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.**
 - **If you are e-mailing your application please ensure you advise the GM HR Preparedness prior to sending.**