

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



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

Tsi Nikaio 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Description

GENERAL INFORMATION	
Job Title:	Project Assistant
Division:	Finance and Administration Division, Human Resources
Date of Job Description:	January 2017
Terms:	Stage/Field Placement
Job Reports to:	Project Leader

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	TBD

GENERAL JOB DESCRIPTION
Under the supervision of the Project Leader, is responsible to provide administrative, and project support to the Human Resources (HR) Unit.

RESPONSIBILITIES	TASKS
To provide project support related to Human Resources projects	<ul style="list-style-type: none"> ➤ Assists the Project Manager with assigned projects; ➤ Ensures accurate data is collected and provided related to the projects; ➤ Meets with stakeholders for data collection; ➤ Coordinates with other project stakeholders; ➤ Participates in all project team meetings; ➤ Ensures all project assignments are completed in a timely manner
RESPONSIBILITIES	TASKS
To provide project and administrative support related to Human Resources projects	<ul style="list-style-type: none"> ➤ Prepares agenda and all documents for project meetings; ➤ Ensures Project Manager's calendar is maintained with all upcoming project meetings ➤ Formats all data collected; ➤ Records, transcribes and distributes meeting notes and follow-ups for various project meetings as determined; ➤ Ensures all follow up activities are completed ➤ Ensures that the project manager is relieved of as much routine work as possible;

	<ul style="list-style-type: none"> ➤ Provides general support and assistance to Human Resources staff related to the various HR projects;
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<ul style="list-style-type: none"> ➤ Perform other job related duties as directed by immediate supervisor.

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To maintain up to date records on project activities ➤ To recommend changes as required; ➤ To ensure all work assignments are completed accurately and on time; ➤ To deal with internal and external clients in a tactful, discrete and courteous manner; ➤ To maintain confidentiality; ➤ To adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives. 	

QUALIFICATIONS	
Education and Experience Required	<ul style="list-style-type: none"> ➤ Cegep or University student in a Business Administration or Human Resources program ➤ Relevant experience an asset;
Skills Requirements	<ul style="list-style-type: none"> ➤ Knowledge of the Mohawk Council of Kahnawà:ke's Human Resources and Administration Manual/Personnel Policies, procedures and office operations; ➤ Conveys a professional and positive image and attitude. ➤ Interpersonal skills; ➤ Sound knowledge of databases, Word, Excel and the ability to learn various computer programs; ➤ Strong oral and written communication and organizational skills; ➤ Ability to communicate in the Kanien'keha and French languages is an asset; ➤ The willingness to learn the Kanien'keha language is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES