



INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION: General Manager of Kahnawà:ke Kanien'kehá:ka Registry, Client Based Services

DURATION: Indeterminate ,
Probation Period- One (1) Year

DESCRIPTION: See Attached Job Description

SALARY: \$1,144.87 per week,

Hours of Operation 8:30 a.m. – 4:00 p.m. Monday – Friday
Hours per week (37.5 hours per week)

DEADLINE FOR APPLICATION: Friday, May 18, 2018 @ 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) current professional references.**
- **Provide Proof of Educational Requirements. (See attached job description for the 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 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 Employee Placement Administrator prior to sending. You will be required to obtain a tracking number.**