

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: Administrative Assistant,
Court, Justice Services Unit

DURATION: Indeterminate
Six (6) Month Probation Period

DESCRIPTION: See Attached Job Description

SALARY: \$ 555.25 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: Tuesday, May 30, 2017 @ 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**
- Three (3) current professional references. NAMES AND CONTACT INFORMATION ONLY.**
- 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 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.**