



INTERNAL/EXTERNAL

JOB OPPORTUNITY

<u>POSITION:</u>	Administrative Assistant, SOD
<u>DURATION:</u>	Fixed-Term Position – Fifty-Two (52) Weeks Probation Period- Three (3) months
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$ 513.00 per week
<u>Hours of Operation</u> <u>Hours per week</u>	8:30 a.m. – 4:00 p.m. Monday – Friday (37.5 hours per week)
<u>DEADLINE FOR</u> <u>APPLICATION:</u>	Thursday, July 12, 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.**