

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake

P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

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

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Title:	Administrative Assistant
Division:	Strategic & Organizational Development Unit
Reports To:	Organizational Development Technician/Office Manager
Name of Incumbent:	TBD
Purpose: To provide administrative support services to the Strategic & Organizational Development Unit to ensure the effective and efficient service to the organization.	
Cultural Identity Attributes: He/she is highly organized; ensures quality and standards are being met. The individual is logical, has the ability to problem solve, can adapt to change and takes initiative.	
Roles & Responsibilities:	
<p>Provides administrative support to the Strategic & Organizational Development Unit</p> <ul style="list-style-type: none"> • Provides administrative support to the Executive Strategic Officer • Maintains a file management system • Prepares memorandums, letters and other correspondence • Conducts subject researches and prepares background files on various subject matters • Executes office purchases • Maintains & replenishes office petty cash • Basic office organization • Maintains the office equipment and replenishes consumables • Coordinates the team calendar • Compiles unit monthly report • Tracking and scheduling of unit staff annual performance appraisals and progress reviews • Coordination of unit team building and social activities • Ensures the SOD unit is serviced effectively • Performs various duties delegated by the Office Manager 	



Provides administrative support for all aspects of meetings, conferences, workshops, strategic sessions

- Coordination of all meetings and working sessions
- Coordination of logistics, secure location, room set-up and take-down, transports materials to site
- Records and transcribes meeting notes, record follow-up, distributes in a timely manner
- Preparation of meeting packages and/or reference materials
- Participation in team meetings as required

The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision Making Authority:

- Determines the priority of requests for information;
- Decides on the most practical and efficient method of coordinating various workshops and meetings;
- Determines office and kitchen supply needs;
- Determines the most appropriate method of time management for work assignments;

Accountability:

- To assist the Office Manager and Executive Strategic Officer in the activities of the SOD office;
- To ensure the management of the petty cash;
- For the accuracy and completeness of written correspondence and work produced;
- To meet work deadlines;
- To conduct business with internal and external clients in a tactful, discrete and courteous manner;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual-Personnel Policy, SOD Unit policies and Kanien'kéha Language Initiatives;

Education & Experience:

- DEP in Administrative Assistant, plus three (3) years relevant experience
- OR
- High School Diploma, plus five (5) years relevant experience
- AND
- Completed MCK John Molson School of Business Program or equivalent (IF APPLICABLE)

**Knowledge, Skills, Abilities and Other Attributes:**

- Strong organizational skills;
- Working knowledge of MS Office programs;
- Strong interpersonal skills;
- Sound oral and written communication skills;
- Ability to show tact, discretion and courtesy in the work place;
- Use of sound judgement;
- Ability to take initiative;
- Ability to problem solve;
- Exercises flexibility;
- Displays professionalism;
- Ability to work in a team;
- Demonstrates commitment and follow-through;
- Must possess a driver's license and access to a vehicle;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Five day work week and normal office environment; ability to exercise flexibility;
- Occasional overtime required in meeting numerous deadlines;
- Some stress associated with the handling of workload and completion of assignments;

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
TBD	TBD	TBD	TBD	TBD	
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
TBD	TBD	TBD	TBD		

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical and resourceful thinking, accepting and nurturing new ideas and approaches and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

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Signatures:

Employee’s Signature: _____

Supervisor’s Signature: _____

Director of Human Resources: _____