

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: Executive Administrative Assistant,
Environment Protection Unit

DURATION: Indeterminate Position
Probation Period- Six (6) months

DESCRIPTION: See Attached Job Description

SALARY: \$686.63 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: Thursday, September 6, 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) 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.**