

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](http://www.kahnawake.com)

## INTERNAL/EXTERNAL

### JOB OPPORTUNITY

<b><u>POSITION:</u></b>	Executive Assistant to the Economic Development Portfolio Team, Executive Director's Office
<b><u>DURATION:</u></b>	Fixed-Term Fifty-two (52) weeks Probation Period- Six (6) Months
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$ 834.38 per week
<b><u>Hours of Operation</u></b>	8:30 a.m. - 4:00 p.m. (Monday to Friday)
<b><u>Hours per week</u></b>	37.5 Hours per Week
<b><u>DEADLINE FOR APPLICATION:</u></b>	Tuesday, September 10, 2019 @ 4:00 p.m.
<b><u>REQUIREMENTS:</u></b>	<b><u>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.</u></b>

- 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.**