

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhsiro:tens Ne Onkweshon:'a Rotiio'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Title:	Executive Assistant to Economic Development Portfolio Team
Division:	Executive Director's Office
Reports To:	Business and Economic Development Advisor (BEDA)
Name of Incumbent:	TBD
Purpose: Under the supervision of the BEDA, the incumbent is responsible for ensuring a smooth and efficient administrative process for the Economic Development Portfolio Team and other related Portfolios	
Cultural Identity Attributes: This individual is an administrator who places emphasis on standard operating procedures and quality control and is comfortable communicating within an administrative environment. The individual is confident in handling variety, adept in managing multiple initiatives, possesses the ability to liaise at all levels, while placing a primary focus on achieving best results. An ability to write and communicate in a business format is also important.	
Roles & Responsibilities:	
Administrative support	
<ul style="list-style-type: none"> • Provides administrative support to the BEDA and related Portfolio Teams ensuring they are relieved of as much routine work as possible; • Research, drafts and prepares reports/correspondence • Prepares briefings and other documents • Research and fact-checking • Collaborates with BEDA on files to ensure proper responses and follow-up; • Acts as main contact person, coordinates schedules, projects, files and activities on behalf of the BEDA; • Collaborates with BEDA and other staff to ensure coordination for all areas of scheduling requirements for the Portfolio Team; • Ensures scheduling of related Portfolio Team meetings, conferences, workshops etc. • Keeps abreast of new Portfolio Team developments in relation to the BEDA's activities and provides regular updates; • Determines, coordinates and arranges all travel needs and ensures weekly and monthly timesheet submissions for the BEDA; • Coordinates all aspects of special assignments related to specific files or Portfolio Team activities as directed by the immediate supervisor; 	



Acts as liaison for the BEDA for all Stakeholders and third-party organizations.

- Establishes linkages between the parties and develops and implements protocols to ensure flow of information;
- In consultation with the BEDA performs and/or delegates follow up, research, etc.
- Attends meetings as needed to share information, coordinate activities, etc.;
- Utilizes discretion and judgment on the distribution of confidential and non-confidential information and the sensitivity of issues;
- Coordinates and/or participates in various committees, meetings, briefings, conferences and workshops on behalf of the BEDA and provides input/feedback and reports for same;
- Maintains specific files on projects and activities that require linkages to the BEDA and Economic Development Portfolio Team

To assist in the management and coordination of select Portfolio Teams

- Ensures the preparation, coordination, facilitation, recording and follow up for meetings as directed by the BEDA;
- Maintains a good working office environment;
- Implements and processes administrative requirements for operations and projects as needed;
- Works with the BEDA to develop communications strategy to inform stakeholders

Decision Making Authority:

- Decides on level of client service delivery
- Decides on the appropriate approach for operational and administrative requirements
- Determines appropriate communication
- Determines problem solving techniques to best approach sensitive situations
- Determines the most practical coordination of various conferences, workshops, and meeting;
- Determines the immediacy and importance of information;

Accountability:

- Ensures appropriate follow-up;
- Consults with appropriate staff on responses to various requests for information
- Prioritizes daily activities and overall workload;
- To maintain user friendly and accurate files;
- To ensure that the administrative, clerical and operational requirements are met;
- To deal with internal and external clients in a tactful, discrete and courteous manner;
- To adhere to the MCK Administration Manual-Personnel Policy and Kanien'ké:ha Language Initiatives.


Education & Experience:

- DEC in Office Administration, plus one (1) year relevant experience;
- OR
- DEP in Secretarial Sciences, plus three (3) years relevant experience;
- OR
- HIGH SCHOOL DIPLOMA, plus five (5) years relevant experience.

Knowledge, Skills, Abilities and Other Attributes:

- Sound knowledge of Kahnawake policies and programs; Kahnawake administrative and operational procedures;
- Sound planning, time management and organizational skills;
- Strong oral and written communication skills;
- Attention to detail and accuracy;
- Working knowledge of all Microsoft Office applications;
- Good judgment and problem-solving skills;
- Ability to manage moderate to heavy overtime to meet deadlines and complete projects or special reports;
- Ability to manage considerable stress and productivity pressure associated with completing assignments;
- Solid analytical and decision-making skills;
- Excellent written and oral communication skills;
- 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:

- Normal office environment;
- Moderate overtime
- Evenings and weekends as required

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Intermediate	Intermediate	Core	Core	Intermediate	
Adaptability	Planning and Organizing	Leadership	Language & Culture		
Core	Intermediate	Core	Core		

Commitment Statement:

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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.

Signatures:

Employee’s Signature: _____

Supervisor’s Signature: _____

Director of Human Resources: _____