

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

**POSITION:**

**ON-CALL - Receptionist/Secretary, Main Building  
Finance & Administration Unit**

**DURATION:**

ON-CALL (as needed)

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

Hours of Operation

Hours per week

To Be Discussed

8:30 am - 4:00 pm

Monday to Friday

**DEADLINE FOR  
APPLICATION:**

On Going

**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.
- Letter of intent
- Resume
- Three (3) current professional references (name & contact info).**
- Provide Proof of Educational Requirements.
- See attached job description for qualifications.

Please forward your application to the  
**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 AND Band Card).

- **Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.**