



<b>Job Title:</b>	Executive Assistant
<b>Division:</b>	Operations and Community Planning, Lands and Environment Protection Unit
<b>Reports To:</b>	Director of Lands
<b>Name of Incumbent:</b>	TBD
<p><b>Purpose:</b> To provide office management responsibilities to the Lands Unit and administrative support to the Director of Lands, General Manager of Lands Operations, and the Environment Protection Unit as required.</p>	
<p><b>Cultural Identity Attributes:</b> A motivated individual who enjoys challenging situations and has a strong desire to assist in the achievement of results. Is organized, detail oriented, dependable, and self-reliant and takes initiative. Compliance with corporate values and structure.</p>	
<p><b>Roles &amp; Responsibilities:</b></p>	
<p><b>Office Management</b></p> <ul style="list-style-type: none"> <li>• To ensure that office supplies are well equipped and maintained for the Lands Unit and EPU;</li> <li>• Oversees the maintenance and security of the office through collaboration with the Assets Management Unit;</li> <li>• Researches travel options and provides administrative support to make arrangements for staff, including responsibility for use of MCK Visa;</li> <li>• Coordinates both weekly and monthly timesheet schedules for submission to Payroll;</li> <li>• Ensures appropriate and timely scheduling, planning, preparation and follow-up to facilitate communication within the Lands Unit with other MCK Units and community organizations;</li> <li>• Monitors and coordinates the scheduling of meetings, special events, greeting guests and Lands Conference Room usage;</li> <li>• Schedules monthly Lands Updating meetings,</li> <li>• Records and transcribes minutes according to Lands Unit standards;</li> <li>• Assist with Lands reception from time to time, when required;</li> </ul>	



## Organize, Distribute and Monitor Land Unit and Unit Department Operational Budgets

- Contributes to annual budget preparation and development to reflect the appropriate budgetary elements for operational budgets
- Monitors, analyzes and provides feedback on the accuracy of administrative budget/variance reports;
- Carries out monthly monitoring of Lands Departmental budgets;
- Schedules meetings with Lands Unit staff to review and verify all budget submissions and follows up with questions resulting from the meeting

## Administration Services for Lands Directorate and EPU

- Screen telephone calls, greet guests and provide follow up as required
- Provide minute taking services as requested by the Lands Unit Directorate
- Manage calendars for Directorate and determine resources required
- Maintain a master filing system based on current subject matter, including chronological progression for each file and determine timeline for archives
- Coordinate weekly and monthly timesheet process
- Manage vacation requests and approvals, maintain a file for each employee and forward information to Human Resources and Accounting
- Basic knowledge of each file in collaboration with Directorate and manage follow up as required
- Along with Directorate, participates in files as required, and carries out all resulting follow up

***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 process for managing timesheets, ordering supplies and filing systems
- Determines appropriate communication methods and information to Lands staff, KEPU staff and MCK general
- Determines the appropriate action for office maintenance responsibilities

**Accountability:**

- Conducting business with internal and external clients in a tactful, discrete and courteous manner
- Maintain confidentiality
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives

**Education & Experience:****High School Diploma**

- 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

AND

- Completed MCK John Molson School of Business Program or equivalent (IF APPLICABLE)

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

- Knowledge of Outlook, Microsoft Office and Excel programs
- Strong written and oral communication skills
- Strong organizational and time management skills
- Project Management
- Facilitation
- Minute Taking
- Budget Development and Maintenance
- File Management
- 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;
- Occasional overtime may be required
- Moderate stress and productivity pressure associated with the position

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**

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Fax: (450)638-5958

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

<b>Competencies:</b>					
<b>Self - Management</b>	<b>Client &amp; Team Relations</b>	<b>Quality Decision Making</b>	<b>Professional Capacity</b>	<b>Communication</b>	
TBD	TBD	TBD	TBD	TBD	
<b>Adaptability</b>	<b>Planning and Organizational Knowledge</b>	<b>Leadership</b>	<b>Language &amp; Culture</b>		
TBD	TBD	TBD	TBD		
<b>Commitment Statement:</b>					
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.					
<b>Signatures:</b>					
Employee's Signature: _____					
Supervisor's Signature: _____					
Director of Human Resources: _____					