

STRENGTH

PEACE

UNITY

# Mohawk Council of Kahnawake



P.O. Box 720  
Kahnawake Mohawk Territory J0L 1B0

*'Isi Nīkaiō '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:** Executive Assistant and Administrative Support Coordinator, OCC

**DURATION:** Indeterminate Position, Full-Time

Six (6) Month Probation Period

**DESCRIPTION:** See Attached Job Description

**SALARY:** \$798.75 Per Week (Starting Salary)

Hours of Operation 8:30 am - 4:00 pm

Hours per week 37.5 Monday to Friday

**DEADLINE FOR APPLICATION:** Thursday, November 16, 2017 - 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**
- Three (3) current professional references. NAMES AND CONTACT INFORMATION ONLY.**
- Provide a copy proof of your Educational Requirements.**

See attached job description for 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.**