



Job Title:	Executive Assistant and Administrative Support Coordinator
Division:	Office of the Council of Chiefs
Reports To:	Chief Political Advisor and the GM of Operations, OCC
Name of Incumbent:	TBD
<p>Purpose: To assist the Chief Political Advisor and the General Manager of Operations, OCC in the daily activities of the Unit and ensures both are relieved of as much routine work as possible. Coordinates the administrative staff of the OCC and ensures an effective and efficient office environment.</p>	
<p>Cultural Identity Attributes: This individual is an administrator who places emphasis on standard operating procedures and quality control, and is comfortable communicating within a political 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.</p>	
<p>Roles & Responsibilities:</p>	
<p>Executive Assistant to the Chief Political Advisor</p> <ul style="list-style-type: none"> • Ensures the Chief Political Advisor is relieved of as much routine work as possible • Prepares reports and correspondence on behalf of the Chief Political Advisor • Ensures proper response and follow up on files • Is the main contact person for the Chief Political Advisor • Is the liaison between the Chief Political Advisor and all project leaders and technicians • Coordinates schedules, projects, files and activities on behalf of the Chief Political Advisor • Coordinates all travel for the Chief Political Advisor 	
<p>Executive Assistant to the General Manager of Operations</p> <ul style="list-style-type: none"> • Ensures the General Manager of Operations is relieved of as much routine work as possible • Prepares correspondence on behalf of the General Manager of Operations • Coordinate schedules, projects, files and activities on behalf of the General Manager of Operations • Assists in the management and coordination of the OCC operations 	
<p>OCC Administrative Support Coordinator</p> <ul style="list-style-type: none"> • Ensures all aspects of the OCC Secretariat operations are effectively and efficiently maintained • Coordinates and manages the day-to-day operations of the OCC Secretariat • Establish and manage operating procedures/protocols for OCC administrative services • Coordinates all logistics required to receive OCC visitors • Manages PSA's including payment schedules • Manages all staff related administrative requirements 	



- Supervises the administrative support staff

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 best approach to sensitive and potential conflicting situations on behalf of the Chief Political Advisor
- Determines prioritization of activities and daily workload of the OCC operations
- Determines the prioritization of work

Accountability:

- Ensures appropriate follow-ups are performed
- Ensures administrative and operational requirements are met
- Ensures all project activity records are up to date
- Ensures efficient service delivery
- Ensures effective follow-up and tracking of all key decisions
- Conducts business with internal and external clients in a tactful, discrete and courteous manner
- Maintains confidentiality
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives

Education & Experience:

- DEC in Office Management, 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:

- Strong organizational, computer, research, and facilitation skills
- Strong oral and written communication skills
- Sound knowledge of Mohawk Council of Kahnawake and Community policies, initiatives, and directives
- Knowledge of external government structures, agencies, their policies as well as First Nation organizations, institutions, and initiatives



- 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:

- **Moderate overtime to meet occasional deadlines and emergencies**
- **Considerable stress associated with a heavy workload at times**

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
TBD	TBD	TBD	TBD	TBD	
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
TBD	TBD	TBD	TBD		

Commitment Statement:

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: _____