

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

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

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

<u>POSITION:</u>	Executive Administrative Officer, Executive Office
<u>DURATION:</u>	Indeterminate, Full-Time Twelve (12) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$2, 020.40 to \$2,281.60 Per Week
Hours of Operation	8:00 a.m. to 4:00 p.m.
Hours per week	40 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Wednesday, May 31, 2023 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.</u> <ul style="list-style-type: none">✓ Applicant Check list✓ Letter of intent✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website:
www.kahnawake.com/jobs

- **Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **A preference will be given to Aboriginal candidates.**



Job Title:	Executive Administrative Officer
Division:	Executive Office
Reports To:	Executive Director
Name of Incumbent:	
<p>Purpose: Under the supervision of the Executive Director, the Executive Administrative Officer governs, oversees and directs administrative units and functions within the Mohawk Council of Kahnawake. Ensures MCK standards and systems of management are in place by overseeing the process of operational planning including but not limited to development of strategies, standards, policy and procedures, and roles and responsibilities in adherence to Council delegated Unit Mandates. The EAO will ensure proper planning, implementation, management and control over all administrative related activities with the goal of providing high quality administrative services and ensuring business continuity throughout the MCK organization in times of uncertainty.</p>	
<p>Cultural Identity Attributes: A logical, systematic individual working in a specialized or technical area of business administration that enjoys challenging situations and has a strong desire to achieve results. Is accurate, shrewd, self-reliant, and a self-starter. Possesses a high degree of integrity.</p>	
<p>Roles & Responsibilities:</p>	
<p>To ensure the development and management of the organizational administrative management system.</p> <ul style="list-style-type: none"> • Ensures strategies and plans are set, implemented, monitored and reported; • Establishes and issues administrative policies and procedures, directives, and guidelines; • Establishes and issues administrative standards and controls; • Sets compliance and corrective measures; • Provides advice and guidance to MCK units in the implementation of administrative policies, processes and standards; • Guides the development of unit administrative functions and systems, ensuring appropriate alignments throughout; • Advises and seeks endorsement from the Executive Office, the Finance, Administration & Operations Committee, and Council of Chiefs where necessary. 	



To govern the administrative function of the organization

- Issues administrative directives;
- Directs and approves all administrative processes and controls;
- Ensures compliance and corrective measures;
- Determines and delegates authority and responsibility;
- Provides administrative governance of the Finance, Administrative & Operations Committee through tracking and management of administrative processes, document management, and administrative support services;
- Seeks endorsement for Organizational administrative policy;
- Advises, reports, and seeks endorsement from the Council of Chiefs, the Finance, Administration & Operations Committee, and the Executive Office.

Provides oversight and direction to MCK administrative units

- Directs the administrative function of the MCK;
- Provides guidance and direction to administrative units;
- Conducts unit and direct report performance expectations and review;
- Ensures the delivery of reception services, mail services and client services to the organization;
- Ensures hiring and training of personnel for reception, mail and client services as to ensure service delivery;
- Manages and ensures budgetary requirements are met;
- Manages human resource requirements of direct reports (hiring, performance, training, time sheets, etc.);
- Ensures the development of a succession plan including training plans for the unit functions.

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 administrative policies and processes;
- Determines administrative policy requirements and guidelines;
- Determines organizational standards for administrative processes;
- Determines need for administrative directives within organization;
- Defines and delegates administrative authority within the organization;
- Decides on performance and objective requirements for direct reports;



- Intervenes on projects/files where administrative impacts are foreseen;
- Establishes the administrative vision, strategy and priorities with Executive Office and the Council of Chiefs;
- Determines organizational administrative plan with the Executive Office;
- Determines the expectations for appropriate controls, systems and mechanisms;
- Ensures transparency standards/expectations with the community.

Accountability:

- Accountable for the overall administrative affairs;
- Delegated authority within the organization;
- Appropriate controls, systems, and mechanisms;
- Internal audits and reviews;
- Organizational standards;
- Upholds the integrity of the Mohawk Council of Kahnawà:ke;
- Continuous administrative services are provided;
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discreet, and courteous manner;
- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien’kéha Language Initiatives.

Education & Experience:

- Master’s Degree in Business Administration with a concentration in Management, and/or Finance, plus three (3) years relevant experience;

OR

- Bachelor’s Degree in Commerce or Business Administration with a major in Accounting or Finance, plus five (5) years relevant experience;

OR

- High School Diploma, plus ten (10) years relevant experience and related courses.


Knowledge, Skills, Abilities, & Other Attributes:

- Knowledge of business administration and planning;
- Possess motivational and team management skills;
- Knowledge of performance and program evaluation processes and project management skills;
- Excellent written and oral communication skills;
- Sound knowledge of the MCK policies and procedures;
- Critical thinking and problem-solving skills;
- High level of integrity, results oriented;
- Sound judgment and decision-making skills;
- Conveys a professional and positive image and attitude;
- Sound knowledge of databases, Word, Excel and the ability to learn various computer programs;
- 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:

- Occasional overtime may be required;
- Five day work week and normal and/or virtual office environment;
- Moderate travel;
- Maintains a flexible work schedule to meet the demands of the Executive Office;
- Considerable stress and productivity pressure associated with working at the MCK.

Competencies:

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

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.

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake

P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

‘Isi Nīkaió ‘tenfiseró:tens Ne Onkweshón: ‘a Rotiió ‘tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Signatures:

Employee’s Signature: _____

Date : _____

Supervisor’s Signature: _____

Date: _____

Performance Management Administrator’s Signature: _____