



WE ARE HIRING

EXECUTIVE ADMINISTRATIVE OFFICER, EXECUTIVE OFFICE

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.

- **DURATION:** INDETERMINATE, FULL-TIME - TWELVE (12) MONTH PROBATION PERIOD
- **SALARY:** \$2,020.40 TO \$2,281.60 PER WEEK
- **HOURS OF OPERATION:** MONDAY – FRIDAY, 40 HOURS PER WEEK (8am – 4pm)
- **DEADLINE FOR APPLICATION:** WEDNESDAY, MAY 31, 2023
- **REQUIREMENTS:** VISIT WWW.KAHNAWAKE.COM/JOBS FOR A DETAILED JOB DESCRIPTION AND FOR ALL DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION.

APPLY TODAY

PLEASE EMAIL YOUR APPLICATION WITH A LETTER OF INTENT AND RESUME TO: APPLICATIONS@MCK.CA

✉ applications@mck.ca

☎ 450-632-7500

📍 Human Resources
PO BOX 720
Kahnawake, QC J0L1B0

