

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>	Administrative Generalist, Human Resources
<u>DURATION:</u>	Fixed-Term, Full-Time (Fifty-Six (56) weeks) Three (3) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$904.88 to \$1,022.25 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Thursday, July 11, 2024 - 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 checklist✓ 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 complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



Core Job Information	
Job Title:	Administrative Generalist, Human Resources
Division:	Human Resources
Reports To:	Director, Human Resources
Date of Job Description	May 2024
Purpose:	
<p>The Administrative Generalist, Human Resources (HR), provides a full range of administrative support to the HR team, contributing to the smooth operations of the department. The incumbent will respond to employee inquiries, oversee the calendar of events, plan and implement employee social events, prepare documentation, and perform various administrative functions.</p>	
Roles & Responsibilities	
To provide efficient administrative support to the Human Resources Unit	
<ul style="list-style-type: none"> • Prepares and maintains general HR paperwork and employee documentation. Liaises with stakeholders as required to ensure paperwork and documentation are complete. • Oversees and coordinates the HR calendar of events, managing priorities, bookings, and re-bookings. Provides administrative support for HR meetings and committees. • Responds to general inquiries related to HR policies, programs, and procedures. • Performs administrative functions such as preparing employment offer letters and job descriptions and coordinating new hire onboarding and the offboarding process. • Performs administrative functions within the Human Resources Information System and filing. • Provides the HR team with logistical and administrative support for HR programs and special projects. • Arranges for the destruction of physical records and deletion of digital information for the unit according to the retention schedules. 	
Research, plan, develop, and implement employee events that help achieve the organization’s Human Resource goals	
<ul style="list-style-type: none"> • Represents the HR Unit on the social committee. • Organizes and executes event logistics as directed by department leaders. • Liaises with internal and external partners to plan and execute events. • Assists in the development and management of event budgets, including the organization of finance records and invoices. • Evaluate and report on completed events, incorporating client feedback, in order to develop future initiatives that best serve the organization’s goals. • Develops a network of suppliers for events (e.g. catering) and maintains these relationships. 	


To provide replacement Receptionist Services as needed

- Answers, screens, and directs all incoming telephone calls;
- Records and forwards telephone messages;
- Keeps track of the whereabouts of office personnel;
- Screens and directs visitors.

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.

Education & Experience

- DEP in Secretarial Sciences, plus three (3) years relevant experience;
OR
- High School Diploma, plus five (5) years relevant experience.

Knowledge, Skills, Abilities

- Administrative skills;
- Sound planning, and time management skills;
- Organizational skills with the ability to multi-task and prioritize;
- Attention to detail and accuracy;
- Ability to use judgment, to take initiative, and to apply various problem-solving techniques when necessary;
- Proficient in Microsoft Office;
- Ability to show tact, discretion, and courtesy when dealing with clients and contacts;
- Superior verbal and written communication skills in English including proper grammar, syntax, punctuation, and style;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week and work is performed in a typical interior/office environment;
- Moderate stress due to workload;
- Occasional overtime.

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical,

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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: _____

Date: _____

Supervisor’s Signature: _____

Date: _____