

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



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

'Isi Nīkaió '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

POSITION:

EXTENSION:

Executive Assistant to the Executive Financial Officer (EFO)
Finance, F & A

DURATION:

Fixed Term Position, Full-Time (*May be considered for Indeterminate status in the future)

Six (6) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

Hours of Operation

Hours per week

\$784.28 Per Week (*Negotiable based on Education & Experience)

8:30 am - 4:00 pm

37.5 Monday to Friday

DEADLINE FOR APPLICATION:

Tuesday, April 25, 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.
- Letter of intent
- Resume
- List three (3) current professional references: Name & contact information only.
- Provide Proof of 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.**