

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake



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

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

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Description

GENERAL INFORMATION	
Job Title:	General Human Resources Assistant
Division:	Finance and Administration Division, Human Resources
Date of Job Description:	May 2017
Terms:	Summer Student
Job Reports to:	General Manager of Operations

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Davis Montour

GENERAL JOB DESCRIPTION
Under the supervision of the General Manager of Operations, is responsible to provide administrative and clerical support to the Human Resources (HR) Unit and programs.

RESPONSIBILITIES	TASKS
To Provide Administrative and Clerical Support and Assistance To The Human Resources Unit.	<ul style="list-style-type: none"> ➤ Assists the Employee Placement Administrator with the hiring process; ➤ Assists the GM of Human Resource Preparedness with co-ordination of training and development; ➤ Assists the Documentation Processing Clerk with filing and other related duties; ➤ Assists the Director of Human Resources and other HR personnel as needed; ➤ Replenishes all client forms, handouts etc.; ➤ Photocopies and carries out incoming/outgoing fax transmittals for office staff and clients when requested; ➤ Types letters, reports, documents, statements and charts on request for office staff; ➤ Keeps files up to date & organized; ➤ Data entry; ➤ Directs HR inquiries to proper HR personnel; ➤ At the request of HR personnel, provides copies of documentation (i.e. job description. performance appraisals) from personnel files;

	<ul style="list-style-type: none"> ➤ Maintains a manual filing system and performs filing duties for the HR Unit. ➤ Creates new files and updates filing index; ➤ Shredding of documents; ➤ Performs other job related duties as directed by the Immediate Supervisor;
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<ul style="list-style-type: none"> ➤ Perform other job related duties as directed by immediate supervisor.

ACCOUNTABILITY
Handles all Administrative Overflow for Human Resources as required.

QUALIFICATIONS	
Education and Experience Required	<p>Qualifies for the Kahnawake Summer Student Employment Program (KSSEP);</p> <ul style="list-style-type: none"> ➤ Enrolled in University <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ Enrolled in CEGEP or other <p>Relevant experience an asset;</p>
Skills Requirements	<ul style="list-style-type: none"> ➤ Knowledge of the Mohawk Council of Kahnawà:ke's Human Resources and Administration Manual/Personnel Policies, procedures and office operations; ➤ Conveys a professional and positive image and attitude. ➤ Interpersonal skills; ➤ Sound knowledge of databases, Word, Excel and the ability to learn various computer programs; ➤ Strong oral and written communication and organizational skills; ➤ Ability to communicate in the Kanien'keha and French languages is an asset; ➤ The willingness to learn the Kanien'keha language is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES