

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
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Website: www.kahnawake.com

Job Description

GENERAL INFORMATION

Job Title:	Executive Assistant
Division:	Finance and Administration
Date of Job Description:	August 2016
Terms:	Contract
Job Reports To:	Executive Financial Officer

THE INCUMBENT

Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Paul Rice

GENERAL JOB DESCRIPTION

Under the supervision of the EFO, the incumbent is responsible for ensuring a smooth and efficient administrative process for primarily the EFO and the Finance Department.

RESPONSIBILITIES

Ensures a smooth and efficient administrative process for primarily the EFO and the Finance Department

TASKS

- Provides administrative support to the EFO and the Finance Department ensuring they are relieved of as much routine work as possible;
- Research, drafts and prepares reports/correspondence on behalf of the EFO
- Collaborates with EFO on files to ensure proper responses and follow-up;
- Acts as main contact person, coordinates schedules, projects, files and activities on behalf of the EFO;
- Collaborates with EFO, Director of Finance and Director of Asset Management to ensure coordination for all areas of scheduling requirements for the Finance Department;
- Ensures schedule of all Finance meetings, conferences, workshops, vacations etc. are accurately logged, up-to-date and posted on a shared calendar for Finance;
- Keeps abreast of new Finance department developments in

	<ul style="list-style-type: none"> relation to the EFO's activities and provides regular updates; ➤ Determines, coordinates and arranges all travel needs and ensures weekly and monthly timesheet submissions for the EFO; ➤ Coordinates all aspects of special assignments related to specific files or Finance activities as directed by the immediate supervisor;
<p>Acts as liaison for the EFO for all Stakeholders and third party organizations.</p>	<ul style="list-style-type: none"> ➤ Establishes linkages between the parties and develops and implements protocols to ensure flow of information; ➤ In consultation with the EFO performs and/or delegates follow up, research, etc. ➤ Attends weekly update and staff meetings to share information, coordinate activities, etc.; ➤ Utilizes discretion and judgment on the distribution of confidential and non-confidential information and the sensitivity of issues; ➤ Coordinates and/or participates in various committees, meetings, briefings, conferences and workshops on behalf of the Chairman and provides input/feedback and reports for same; ➤ Maintains specific files on projects and activities that require linkages to the EFO and the Finance department. ➤ Prepares monthly reporting of EFO activities for distribution to ensure flow of information.
<p>To assist in the management and coordination of the operations of the Finance Department</p>	<ul style="list-style-type: none"> ➤ In conjunction with the Coordinator, provides management support to the EFO and manages the day to day operations of the Finance department as needed; ➤ Ensures the preparation, coordination, facilitation, recording and follow up for regularly scheduled Finance Meetings; ➤ Maintains a good working office environment; ➤ Implements and processes administrative requirements for operations and projects; ➤ Works with the EFO to develop a communications strategy to inform stakeholders ➤
<ul style="list-style-type: none"> ➤ Performs other job related duties as directed by the Immediate Supervisor. 	

ACCOUNTABILITY

- Determines appropriate communication methods to ensure the appropriate follow-up to meetings and issues are performed;
- Consults with appropriate Finance staff on responses to various requests for information on behalf of the EFO;
- Determines appropriate methods and problem solving techniques to best approach sensitive and potential conflicting situations on behalf of the EFO;
- Determines the most practical and efficient mode of coordinating various conferences, workshops, and meeting;
- Determines prioritization of activities and priorities of daily workload;
- To determine the immediacy and importance of information;
- To determine prioritization of items in conjunction with the EFO.
- To maintain user friendly and accurate files;
- To be able to show tact, discretion and courtesy when dealing with callers, visitors and requests;
- To ensure that the administrative, clerical and operational requirements are met;
- To deal with internal and external clients in a tactful, discrete and courteous manner;
- To adhere to the MCK Administration Manual-Personnel Policy and Kanien'ké:ha Language Initiatives.

QUALIFICATIONS

Education and Experience Required

- DEC in Office Administration, plus one (1) year relevant experience;
- OR
- DEP in Secretarial Sciences, plus three (3) years relevant experience;
- OR
- HIGH SCHOOL DIPLOMA, plus five (5) years relevant experience.

Skills Requirements

- Sound knowledge of Kahnawake policies and programs; Kahnawake administrative and operational procedures;
- Sound planning, time management and organizational skills;
- Strong oral and written communication skills;
- Attention to detail and accuracy;
- Working knowledge of all Microsoft Office applications;
- Good judgment and problem solving skills;
- Ability to manage moderate to heavy overtime to meet deadlines and complete projects or special reports;
- Ability to manage occasional week-end work and travel;
- Ability to manage considerable stress and productivity pressure associated with completing assignments;
- Solid analytical and decision-making skills;
- Ability to work in a normal office environment; five (5) day work week; 8:30 a.m. to 4:00 p.m.; 37.5 hours;
- Ability to manage moderate overtime during the evenings and weekends;
- Ability to communicate in the Kanien'keha and French languages is an asset;

	➤ The willingness to learn the Kanien'keha language is required.
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THE IMMEDIATE SUPERVISOR

THE INCUMBENT

PERFORMANCE MANAGEMENT COORDINATOR
HUMAN RESOURCES UNIT