



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:** Administrative Assistant, Waste Management, Public Works

**DURATION:** Fixed-Term, Full-Time (TBD – March 31, 2026)  
Three (3) Month Probation Period

**DESCRIPTION:** See Attached Job Description

**SALARY:** \$39,468.00 to \$44,538.00 per year.

Hours of Operation 7:00 a.m. to 2:30 p.m.  
Hours per week 37.5 hours per week

**DEADLINE FOR APPLICATION:** Open until position is filled

**REQUIREMENTS:** ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ 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](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website:  
<https://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 Indigenous candidates.
- When adding attachments please use PDF format. Any other formats may be blocked from our system.



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Core Job Information	
<b>Job Title:</b>	Administrative Assistant
<b>Division:</b>	Waste Management/Public Works
<b>Reports To:</b>	General Manager of Waste Management
<b>Date of Job Description</b>	April 2025
<b>Purpose:</b> Provides receptionist duties for the Waste Management Department and provides administrative support to the General Manager and Waste Management Department.	
Roles & Responsibilities	
<b>To provide Receptionist duties to the Waste Management Unit</b> <ul style="list-style-type: none"> <li>• Ensure the reception area is presentable, with all necessary information brochures available.</li> <li>• Greet and welcome clients as they arrive at the office and direct them to the appropriate person/office.</li> <li>• Answer, screen, and respond appropriately or forward incoming requests from various media- phone, email, social media platforms, individual contacts through social media, walk-ins, etc.</li> <li>• Provide up-to-date and accurate information on all departmental services in person and via phone/email or other means.</li> <li>• Maintain activity log by recording all incoming requests from various media.</li> <li>• Prepare quarterly customer service reports based on collected data.</li> <li>• Arrange courier and special delivery services.</li> <li>• Receive, sort, and distribute daily mail and deliveries.</li> <li>• Monitor office supplies and order office supplies to maintain the inventory of stock in the storage rooms.</li> <li>• Update calendars and schedule meetings.</li> <li>• Maintain and update staff listing, temporary worker listing, and contact information.</li> <li>• Ensure all relevant organizational notifications are distributed to staff.</li> <li>• Files, photocopies, and scans.</li> <li>• Maintain and update department archives and archives listing.</li> </ul>	
<b>To provide Administrative Support to the General Manager and the Waste Management Department</b> <ul style="list-style-type: none"> <li>• Maintain and update the Waste Management Operations Manual as required.</li> <li>• Record all staff vacation, sick/personal days, and report to the GM.</li> <li>• Secure temporary worker replacements when needed and ensure temporary worker requests are submitted to HR.</li> <li>• Prepare and submit weekly timesheets for GM approvals.</li> <li>• Prepare weekly activity reports to be submitted to the General Manager.</li> </ul>	



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- Prepares purchase order request, visa request, and all other forms for GM approval and signature.
- Monitor workers' safety clothing supplies listing, materials, and equipment inventory, and report to the GM.
- Assist Operations Foreman with:
  - Ensures all weight tickets, packing slips, invoices, and other documentation are submitted in a timely manner to GM.
  - Monitors accounts receivable from the various operations and reports status to the GM.
- Deposits incoming revenues at the cashier's desk.
- Maintains and updates Key registry.
- Notify GM of changes or inconsistencies during data entry.
- Process and validate invoices and accounts receivable data for GM approvals and signatures.
- Maintain staff certification file and inform GM of upcoming needed renewals.
- Assist with the scheduling and organization of training sessions.
- Assists with the scheduling and recording of minutes for weekly staff meetings.
- Generate weekly activity reports to be submitted to the General Manager
- Assist in the preparation of the various year-end reports for external government agencies.
- Performs other job-related duties as directed by the immediate supervisor.

### **To assist Waste Management Communications with the promotion, organizing, and implementation of community awareness and educational activities and information kiosks**

- Assist with the preparation of information packages for distribution.
- Develops and produces innovative graphic displays for all WM publications, reports, and advertisements, including written information, charts, logos, graphics, photos, and video displays.
- Arranges for the translation of communication materials into Kanien'kéha, as needed, working with the Tsi Niionkwarihò:ten Tsiwaháhara'n Center.
- Assist the Public Information Coordinator with:
  - The development and production of all WM print material. Surveys the general population on specific items of interest through community consultation workshops, focus groups, Web surveys, telephone surveys, etc.
  - The management of the WM Public Relations Tracking and online filing systems.
  - the review, development, and maintenance of the WM website
  - Continuously updates information on the Website (Intranet, Mass E-mail systems, and Billboards)
- Informs WM staff of Communications or activities that may affect them;
- Develops a system for gathering up-to-date information;
- Assist with data collection at community events and follow-up reporting
- Provides general support to the communications team.
- Provides general support to waste management meetings, events, and activities as needed.



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***The statements herein reflect general details to describe the principal 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 one (1) year of relevant experience.
- OR
- High School Diploma, plus three (3) years of relevant experience.

### Knowledge, Skills, Abilities

- Knowledge of MCK policies, programs, administration, and operational procedures.
- Sound communication skills.
- Sound administrative skills.
- Strong minute-taking skills.
- Strong time management and organizational skills.
- Sound knowledge of all Waste Management Department operations and procedures.
- Sound knowledge of Excel and Word, with the ability to learn various computer programs.
- Knowledge of computer systems (word processing, desktop publishing, graphic design, developing and managing websites and intranet systems).
- Skills in layout, design, writing, and editing.
- Ability to do camera work is an asset.
- Ability to do video editing is an asset.
- Capacity to handle the pressure associated with caller and visitor requests.
- Ability to take initiative.
- Ability to work independently and in a team-oriented environment.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- 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 with an office/work environment.
- Ability to exercise flexibility.
- Occasional overtime may be required.



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### Commitment Statement:

I serve the Kahnawà:ke community with its best interest in mind by supporting and encouraging creative, critical, 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: \_\_\_\_\_