



Ahkwasahsne Mohawk Board of Education

P.O. Box 819, Cornwall, Ontario K6H 5T7
Tel: (613) 933-0409 Fax: (613) 933-9262

A.S.



JOB POSTING

One Year Term (April 3, 2017- March 30, 2018)

AHKWESAHSNE MOHAWK BOARD OF EDUCATION

Position Title: **Clerk/Receptionist**
Program: Administration
Reports to: Director and Associate Director of Education
Location: AMBE Admin. Office (Behind Peace Tree Mall)
Salary: MCA Salary Grid

FUNCTION & RESPONSIBILITIES: Under the supervision of the Director and Associate Director of Education, the Clerk/Receptionist is responsible for maintaining the central reception area of the Administration Office, insuring efficient and confidential communication between the staff and community and providing clerical support to all administration staff when so directed.

QUALIFICATIONS: Completion of a secondary school diploma or its equivalent. Computer literacy and proficiency in software programs used in the AMBE administration offices. Positive communication skills and prior experience in office reception is an asset.

Interested individuals should apply in writing with a resume, letter of intent, and copies of diplomas by 2:00 p.m. on Monday, March 20, 2017

by mail to:

Jean Benedict, HR Generalist
Ahkwesahsne Mohawk Board of Education **or**
P.O. Box 819
Cornwall, ON K6H 5T7

in person to:

Jean Benedict, HR Generalist
AMBE Administration Office
located behind the Peace Tree Mall

Applicants must clearly outline that they meet the qualification requirements on their application and resume. Native preference in hiring.

Criminal Reference Check Mandatory.