



**JOB POSTING  
EXECUTIVE ASSISTANT  
FULL-TIME 3 YEAR TERM  
ADMIN-DIHE**

**DEPARTMENT OF INFRASTRUCTURE HOUSING & ENVIRONMENT**

**SALARY LEVEL: PAY BAND 6 \$65,476.08 - \$96,920.59 ANNUALLY**

**DEADLINE TO APPLY: August 2, 2024, BY 4:00 PM**

**SUMMARY OF RESPONSIBILITIES:**

The Executive Assistant provides high-level administrative support to our organization's leadership team within the organization. This role is pivotal in facilitating the efficient operation of our organization by managing administrative tasks, coordinating executive communications, and honoring Indigenous cultural values and protocols. The Executive Assistant will possess exceptional organizational abilities, excellent communication skills, and the ability to handle a wide range of administrative tasks with discretion and professionalism.

**QUALIFICATIONS:**

- Bachelor's degree in Business Administration, Public Administration, Political Science, or related field with three years' related administrative experience **OR** 2-year Post Secondary diploma in Business, Office Administration, Public Administration, Political Science, or related field with five years related administrative experience.
- Deep respect and understanding of Indigenous cultures, traditions, and protocols.
- Exceptional interpersonal and communication skills, both written and verbal, with the ability to interact respectfully and effectively with individuals from diverse cultural backgrounds.
- Advanced proficiency in office software applications, including Microsoft Office Suite and database management systems.
- Strong attention to detail and accuracy in administrative tasks, including data analysis, document preparation, and record-keeping.
- Excellent organizational and time management skills, with the ability to multitask and prioritize tasks effectively in a fast-paced environment.
- Flexibility and adaptability in responding to the evolving needs of the organization and community.
- Ability to work independently and collaboratively in a fast-paced, dynamic environment.
- Professional appearance and demeanor, with a commitment to cultural sensitivity and inclusivity.
- High level of professionalism, discretion, and integrity in handling confidential and sensitive information.
- Commitment to maintaining the highest ethical standards.
- Strong problem-solving and decision-making abilities, with the capacity to anticipate and resolve issues independently.
- Knowledge of the Mohawk language and community is an asset.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

**Submit application packages using one of the following methods (email preferred):**

**E-mail:** [jobs@akwesasne.ca](mailto:jobs@akwesasne.ca)

**Mail:** MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

**Drop Off:** 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0