



**JOB POSTING
EXECUTIVE ASSISTANT
FULL TME INDEFINITE HIRE
ADMINISTRATION
DEPARTMENT OF HEALTH**

**SALARY LEVEL: PAY BAND 6 \$65,476.08 - \$96,920.59 ANNUALLY
DEADLINE TO APPLY: JULY 4, 2024, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Director of Health, the incumbent is responsible for providing administrative support to the Director, Assistant Director and the Health Accreditation Manager to ensure an efficient work environment. The Administrative Assistant is responsible for all clerical, basic finance, administrative and primarily the records management function.

QUALIFICATIONS:

- A 2-year Post-secondary Diploma in Business Administration, public administration, legal Assistant, Communications or a related discipline and three (3) years experience at an executive assistant level; **OR**
- A 1-year Post-Secondary certificate in Business Administration, Public Administration, Legal Assistant, Communications or a related discipline and four (4) years experience at an executive assistant level;
- Must pass criminal records check.

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

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

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