



JOB POSTING
ADMINISTRATIVE ASSISTANT
FULL-TIME 3 MONTH TERM WITH POSSIBILITY OF PERMANENCY
HUMAN RESOURCES
DEPARTMENT OF FINANCE AND ADMINISTRATION

SALARY LEVEL: PAY BAND 3 \$51,977.02 - \$76,938.69 ANUALLY
DEADLINE TO APPLY: NOVEMBER 19, 2024, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Program Manager, the incumbent is responsible for providing clerical and administrative support/services to the HR Manager and the HR staff; as well as providing assistance within the HR program on special projects.

QUALIFICATIONS:

- Post-secondary diploma in Business, Office Administration, or related field with two years of relevant experience
- **OR**
- High School Diploma with 5 years' experience in reception or administrative experience

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