



JOB POSTING
MOHAWK GOVERNMENT SUPPORT MANAGER
FULL-TIME INDEFINITE
MOHAWK GOVERNMENT
DEPARTMENT OF EXECUTIVE SERVICES

SALARY LEVEL: PAY BAND 9 \$82,481.00 - \$122,092.03 ANNUALLY
DEADLINE TO APPLY: October 22, 2024, BY 4:00 PM

SUMMARY OF RESPONSIBILITIES:

Under the direction/mandate of the Grand Chief and Council and the supervision of the Executive Director, the Mohawk Government Operations Manager is responsible for the coordination and control of the Government Support offices by providing a wide variety of administrative, operational, secretarial and support functions. Serves as a point of contact for information to and from the Mohawk Government office, including preparation of reports and written correspondence. The incumbent of this position has communication with a wide range of internal and external contacts, and maybe responsible for organizing meetings, conferences, and other activities. The incumbent will provide administrative supervision of Mohawk Government Support staff which includes all Executive Assistants, Administrative Assistant, Office Clerks, Receptionist and Liaison Officer in order to maintain the highest level of communication amongst staff and Council.

QUALIFICATIONS:

- B.A. in Governance, Public Administration, Business Administration, Public Management, Human Resources Management, Information Management, or related discipline **with**;
- A minimum of 5 years managerial and supervisory experience of a staff of 10 people or more in one of the above relate disciplines.
- 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