



**JOB POSTING
WARD CLERK/RECEPTIONIST
FULL TIME TERM W/POSSIBILITY OF PERMANENCY
TSI IONKWANONHSO:TE
DEPARTMENT OF HEALTH**

**SALARY LEVEL: OPSEAU START \$20.63/HOUR
DEADLINE TO APPLY: JULY 4, 2024, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Program Manager, the incumbent is responsible for providing clerical, receptionist and secretarial support for the Program Manager, Director of Care and the nursing unit to meet the needs of Residents and the Program.

QUALIFICATIONS:

- College Certificate or Diploma in Office Administration or an equivalent certificate or diploma;
- Two (2) years work experience in an office setting with an emphasis on general office management;

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 the 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