



JOB POSTING
EMPLOYEE RELATIONS OFFICER
FULL-TIME ONE (1) YEAR TERM (*underfill will be considered*)
HUMAN RESOURCES
DEPARTMENT OF FINANCE AND ADMINISTRATION

SALARY LEVEL: PAY BAND 8 \$76,371.30 - \$113,048.18 ANUALLY
DEADLINE TO APPLY: UNTIL FILLED

SUMMARY OF RESPONSIBILITIES:

The Employee Relations Officer is responsible for fostering and enhancing the relationship between the organization and its employees. This role involves addressing employee concerns, resolving conflicts, ensuring compliance with labor laws, and creating a positive work environment that promotes employee engagement and satisfaction.

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, Industrial Relations, Psychology or a related field with one-year related experience;
- **OR** Two-year post-secondary diploma in Human Resources, Business, Industrial Relations, Psychology or a related field with three-years related experience.

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

1. Cover letter,
2. Resume,
3. Copies of all relevant certificates/diplomas,
4. Copy of Certificate of Indian Status or Secure Certificate of Indian Status card (if applicable)
5. Three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.
6. Applicants must be able to travel to all northern portions of Akwesasne, including through the United States as necessary

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