



**JOB POSTING
RECRUITMENT & SELECTION SPECIALIST
FULL-TIME INDEFINITE HIRE
HUMAN RESOURCES
DEPARTMENT OF FINANCE & ADMINISTRATION**

**SALARY LEVEL: PAY BAND 6 \$65,476.08-\$96,920.59 ANNUALLY
DEADLINE TO APPLY: APRIL 2, 2025, AT 4:00 PM**

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Human Resources Manager, the Staffing Specialist is responsible to oversee the full recruitment and selection process; conducts onboarding for new hires and promotes MCA as a potential employer. The incumbent also will provide guidance and assistance on employment options to both MCA personnel and external applicants.

QUALIFICATIONS:

- Post-Secondary Diploma in Human Resources, Business Administration or related field;
- Two-years experience in Human Resources field or similar
- OR College Certificate in Human Resources, Business Administration, or related field
- Three-year experience in Human Resources field
- CIHRP, CHRP or other HR designation is an asset

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 (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 Unites 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