

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

<u>POSITION:</u>	Administrative Assistant, Land Management, Lands Unit
<u>DURATION:</u>	Indeterminate, Full-Time Six (6) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u>	\$715.13 to \$807.75 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<u>DEADLINE FOR APPLICATION:</u>	Tuesday, December 12, 2023 - 4:00 p.m.
<u>REQUIREMENTS:</u>	ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED</u> <ul style="list-style-type: none">✓ Applicant checklist✓ Letter of intent✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**



Job Title:	Administrative Assistant
Division:	Lands Unit, Lands Management
Reports To:	General Manager of Land Management
Name of Incumbent:	TBD
Purpose:	
Under the supervision of the General Manager of Land Management, provides administrative support and secretarial services to the Land Management Department.	
Cultural Identity Attributes:	
A motivated individual who enjoys challenging situations and has a strong desire to assist in the achievement of results. The individual is organized, detail-oriented, dependable, self-reliant, and takes initiative.	
Roles & Responsibilities:	
Provides Administrative and Secretarial Support to the Land Management Department	
<ul style="list-style-type: none"> • Receives phone calls for the Lands Unit and ensures they are directed to the appropriate person; • Screens all visitors and callers to obtain and provide information related to land services; • Greets visitors for Land Management and directs them to the proper office; • Meets with clients to conduct intake for land-related services; • Coordinates client meetings for the General Manager of Land Management and Land Management Staff as required; • Drafts letters, reports, minutes, and other correspondence for the General Manager of Land Management; • Picks up, sorts, opens and distributes incoming mail; • Develops, implements, and maintains accurate filing systems ensuring Lands documents are properly digitized; • Processes requests for services ensuring relevant information is obtained and documentation is attached; • Reviews all requests for services in conjunction with a Land Management Technician for assignment; • Ensures Land Management staff receive the Request for Services package; • Processes transfer approvals related to trust agreements; • Ensures signed transfers are submitted to ISC for registration; • Files all original certificates of possessions in appropriate lands files; 	



- Creates new land files for all sub-divisions;
- Maintains a database of all Request for Services and Land Transactions;
- Makes travel arrangements and prepares itineraries when necessary;
- Determines needs for office supplies for Land Management Department;
- Obtains purchase order numbers as required;
- Processes & submits incoming invoices to the Accounting Department;
- Maintains and keeps up-to-date expenditure files;
- Assists with the maintaining of the correspondence files, CLSR Plans, and the Manual Lands Records files.

Coordinates all Land Management Committee meetings

- Coordinates meetings and appointments for the Land Management Committee;
- Prepares and distributes agenda to the committee once approved by the Chairperson;
- Arranges for facilities and other special equipment as necessary;
- Records and transcribes official minutes;
- Maintains a master file of committee minutes;
- Provides clerical and secretarial duties for the Land Management Committee Chairperson;
- May assist with the administrative follow-up from committee meetings and keeps files up to date including but not limited to drafting correspondence.

The statements herein reflect general details to describe the principle functions for this job, and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Decision-Making Authority:

- Decides on level of client service delivery;
- Determines problem-solving techniques to best approach sensitive situations;
- Determines the most practical coordination of various conferences, workshops, and meetings;
- Determines the immediacy and importance of information;
- Determines appropriate communication methods;
- Determines prioritization of items in conjunction with the General Manager of Land Management.

**Accountability:**

- To ensure that telephones are answered, and visitors are directed in a courteous and professional manner;
- Ensures that all parties are relieved of as much detailed and routine work as possible;
- Screens client requests ensuring all accurate data is collected;
- To ensure all aspects of meetings, planning sessions, and workshops are coordinated in an efficient and professional manner;
- To ensure that highest quality of minutes, reports, and letters are drafted;
- To ensure that up-to-date and complete files and records are maintained and the office is efficiently serviced;
- Determines prioritization of activities and priorities of daily workload;
- To deal with internal and external clients in a tactful, discreet and courteous manner;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual-Personnel Policy and Kanienkeha Language Initiatives.

Education & Experience:

- DEP in Office Administrative Assistance or Secretarial Sciences plus one (1) year relevant experience

OR

- High School Diploma, plus three (3) years relevant experience.

Knowledge, Skills, Abilities, and Other Attributes:

- Sound knowledge of the Lands Unit programs, specifically Land Management policies;
- Good knowledge and understanding of Kahnawake community programs, policies, services, administration, and operations procedures and how they function and interact;
- Knowledge of administration, budgeting and operational procedures;
- Excellent minute-taking skills;
- Sound planning, time management, and organizational skills;
- Strong oral and written communication skills;
- Strong attention to detail and accuracy;
- Working knowledge of all Microsoft Office applications;
- Working knowledge of Outlook and Internet;
- Good judgment and problem-solving skills;
- Ability to work independently and in a team setting;
- Ability to take initiative to ensure client satisfaction;



- Ability to communicate in the Kanien’keha and French languages is an asset;
- The willingness to learn the Kanien’keha language is required;

Working Environment:

- Five-day work week and normal office environment;
- Moderate overtime during the evenings and weekends;
- Moderate stress associated with workload and priorities.

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Core	Intermediate	Intermediate	Core	Intermediate	
Adaptability	Planning and Organizing	Leadership	Language & Culture		
Intermediate	Intermediate	Core	Core		

Commitment Statement:

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

Signatures:

Employee’s Signature: _____

Date: _____

Supervisor’s Signature: _____

Date: _____