



Mohawk Council of Kanésatake

Department: Kanéhsatà:ke Education Center

Job Opportunity

School Administrative Assistant

Maternity Leave Replacement - Full-Time

Field of Activities

Under the authority of the Mohawk Council of Kanésatake and in collaboration with the Kanéhsatà:ke Education Center, will report directly to the Rotiwennakéhte Principal. The administrative assistant is to provide secretarial and administrative support to ensure the smooth and efficient operation of the school office. The Administrative Assistant will assist the Principal, Head Teacher, and School Staff with a variety of tasks, contributing to a positive and productive learning environment. Key duties include maintaining records, coordinating communications, and performing general office duties to support the needs of the school community.

**Job Description Available Upon Request.*

Prerequisites

1. A High School Diploma is required.
2. College-level studies in a related field or a DEP in secretarial studies or accounting is preferred, along with relevant experience.
3. Strong computer skills and proficiency in Microsoft Office software are essential.
4. Excellent written and verbal communication skills in both English and French; knowledge of Kanien'keha is considered an asset.
5. Must have strong interpersonal skills and the ability to work effectively with others.
6. Ability to work independently as well as part of a team.
7. Excellent organizational skills, with the ability to adapt and take responsibility in a dynamic work environment.
8. Must be able to maintain a high level of confidentiality at all times.

Salary: According to the Quebec Treasury Board Salary Scale.

Work Location: Rotiwennakéhte Elementary School

Duration: August 2025 - June 2026 (Approx.)

Probation Period: The successful candidate will be subjected to a six (6) month probation period.

Applications: All interested candidates must submit their curriculum vitae, a cover letter and copies of diplomas, no later than **May 23, 2025**, to the attention of:

Human Resources
Mohawk Council of Kanésatake
681 Ste-Philomene
Kanésatake, Quebec, J0N1E0
humanresources@kanesatake.ca

- Only the selected candidates retained for an interview will be contacted.
- Candidates must agree to undergo a Vulnerable Background Check.
- Priority given to Indigenous candidates.

