



MOHAWK COUNCIL OF KANESATAKE

Dept.: Tsi Rontswa'ta:khwa Early Childhood Center

Job Opportunity **Administrative Assistant**

Nature of Position: KETSC Project: Part-Time

Field of Activities:

Under the authority of the Mohawk Council of Kanesatake and direct supervision of the of Tsi Rontswatakhwa Early Childhood Center Manager, the Administrative Assistant is responsible for providing administrative support to the manager, educators, and families. The Administrative Assistant will be responsible for the procurement system, service contracts, requisitions, invoices, and timesheet verification. This position also entails general clerical and secretarial work, including receptionist duties. The work of the Administrative Assistant requires a high level of confidentiality and courteous efficiency.

** Job Description is available upon request.*

REQUIREMENTS:

1. Must be a Kanesatake registered band member.
2. High School Diploma.
3. College level studies in a related field or Diploma of Vocational Studies in secretarial studies or accounting preferred.
4. Related working experience in an office setting.
5. Good organizational and interpersonal skills.
6. Working knowledge of all Microsoft Office applications.
7. Must respect and maintain a high level of confidentiality (an oath of confidentiality must be signed).
8. Must have good communication skills in English; Mohawk, French, considered an asset
9. Ability to work both autonomously and in a team setting.
10. Must possess a valid driver's license and have access to a vehicle.

Salary: Based on project funding

Schedule: Monday to Friday

Probation Period: The successful candidates will be subject to a three (3) month probation period

Applications: All interested candidates must submit their curriculum vitae, a cover letter, and copies of diplomas, no later than **October 17, 2025**, to the attention of:

Mohawk Council of Kanesatake
Human Resources
681 Ste-Philomene
Kanesatake, Quebec J0N 1E0
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.*