



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

JOB OPPORTUNITY

POSITION: KOC Receptionist, Housing Unit

DURATION: Indeterminate, Full-Time
Three (3) Month Probation Period

DESCRIPTION: See Attached Job Description

SALARY: \$745.50 to \$841.50 Per Week
Hours of Operation 8:30 a.m. to 4:00 p.m.
Hours per week 37.5 hours per week

DEADLINE FOR APPLICATION: Monday, December 2, 2024 - 4:00 p.m.

REQUIREMENTS: **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- ✓ 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.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	KOC Receptionist
Division:	Housing Unit
Reports To:	Client Experience Manager
Date of Job Description	November 15, 2024
Purpose:	
Provides reception and administrative support services within the Housing Unit and Finance Unit.	
Roles & Responsibilities	
To provide Receptionist Services	
<ul style="list-style-type: none"> • Answers, screens, and directs all incoming telephone calls and visitors to the appropriate department personnel. • Records and forwards telephone messages. • Posts notifications on Outlook. • Maintains and updates telephone listings and extensions. • Maintains a log for office personnel meetings, conferences/workshops, vacation, and sick/personal days. • Maintains reception and waiting areas. • Maintains and updates a Reception Manual. • Distributes documents, correspondence, and mail to appropriate departments. • Acts as a contact with the KOC Security desk, Asset Management staff, and Administration staff. 	
To provide Administrative Support Services	
<ul style="list-style-type: none"> • Responds to requests for information from community members. • Photocopies as requested. • Scans documents and files, as requested. • Arranges for courier and special delivery services. • Dates, stamps, logs, and prioritizes incoming/outgoing mail. • Maintains and updates the meeting board. • Maintains agenda and scheduling of meetings as required. • Types letters, reports, and any other documents as required. • Distributes cheques for pick-up as required. • Prepares responses to routine correspondence for office personnel. • Keeps files up to date. • Keeps track of meetings, conference calls, and workshops. 	



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSÉ RAOTIRIHWÁ'SHÓN:'Á RONTERIHWATSTERÍSTHÁ'

- Ensures working order of office machines.
- Schedule office machine maintenance as required.
- Maintains inventory of the copy room and kitchen, performs a physical count of inventory, and replenishes stock as needed.
- Submits supply orders to MCK Reception, once approved.
- Ensures that kitchen supplies are replenished, and coffee is prepared daily.
- Ensures meeting rooms and kitchen are kept orderly.
- Collects, prepares, and stores recycling material from the shredder, copy room, reception, and kitchen areas for weekly pick-up.

To provide training to all temporary replacement trainees as required

- Provides training to temporary Receptionist to ensure they become familiarized with the Reception standards.
- Ensures that the training procedures are performed with the utmost professionalism to allow for a positive work environment in the reception area.
- Evaluates temporary replacement trainees on the job and meets with Immediate Supervisor to discuss their potential.
- Schedules temporary replacements for KOC Reception as needed.

The statements herein reflect general details to describe the principal 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.

Education & Experience

- DEP in Secretarial Studies plus one (1) year relevant experience in an office environment.
OR
- High School Diploma, plus three (3) years relevant experience.

Knowledge, Skills, Abilities

- Strong receptionist skills.
- Strong administrative, secretarial, and organizational skills.
- Strong oral and written communication skills.
- Strong computer skills and proficiency in Microsoft 365 (Office).
- Comfortable multi-tasking and prioritizing tasks.
- Minute-taking skills.
- Ability to work under pressure and stress, associated with caller and visitor requests.
- Knowledge of general office operations and procedures.
- Punctual.
- Knowledge and understanding of Kahnawà:ke community programs and services and how they function and interact with one another.



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

- Ensuring the continuous improvement of the organization.
- Conducting business with internal and external clients in a tactful, discreet, and courteous manner.
- Maintaining confidentiality.
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.
- Ability to communicate in Kanien'kéha and French is an asset.
- Willingness to learn Kanien'kéha is required.

Working Environment

- Five-day work week and normal office environment.
- Moderate to high stress associated with callers and visitors.
- Ability to work some overtime to meet deadlines.
- Flexibility with lunch hour to ensure continuous reception services.

Commitment Statement:

I serve the Kahnawake 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: _____