



## **MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:**

**Business Analyst, Business and Revenue Generation Unit**

**DURATION:**

Indeterminate, Full-Time  
Nine (9) Month Probation Period

**DESCRIPTION:**

See Attached Job Description

**SALARY:**

The position offers a starting salary of \$69,342.00 per year; exact placement on the salary scale will be based on the successful candidate's education, experience, and qualifications.

Hours of Operation

8:30 a.m. to 4:00 p.m.

Hours per week

37.5 hours per week

**DEADLINE FOR  
APPLICATION:**

**Thursday, June 26, 2025 - 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](mailto:Applications@mck.ca)

**NOTE:**

All forms and requirements are listed on our website:

<https://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 Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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Core Job Information	
<b>Job Title:</b>	Business Analyst
<b>Division:</b>	Business and Revenue Generation Unit
<b>Reports To:</b>	Director of Business and Revenue Generation
<b>Date of Job Description</b>	June 2025
<b>Purpose:</b>  Supports data-driven decision-making, strategic planning, and operational improvement across the organization's business ventures and income-generating activities. This role is responsible for gathering and analyzing financial and operational data, identifying trends and opportunities, and supporting the development and evaluation of new and existing revenue streams. Performing comprehensive evaluations of business opportunities through feasibility, financial, and operational analyses, and preparing detailed business plans, investment cases, analytical reports, and data-driven recommendations	
Roles & Responsibilities	
<b>Market and Strategic Research:</b> <ul style="list-style-type: none"> <li>• Conducts research on industry trends, local market conditions, risk factors, and potential community impacts to inform strategic planning.</li> <li>• Conducts market research and benchmarking to support competitive positioning and strategic initiatives.</li> <li>• Identifies trends, risks, and opportunities to enhance business efficiency and drive revenue generation.</li> </ul> <b>Data Analysis and Reporting:</b> <ul style="list-style-type: none"> <li>• Analyzes and interprets market, economic, and operational data to produce evidence-based reports and actionable recommendations.</li> <li>• Creates clear and concise reports, dashboards, and presentations for senior management and stakeholders.</li> <li>• Monitors key performance indicators (KPIs) across the department to deliver timely insights that support decision-making.</li> </ul> <b>Financial and Feasibility Analysis:</b> <ul style="list-style-type: none"> <li>• Prepares financial models, forecasts, and feasibility analyses to support business cases and investment decisions.</li> <li>• Performs detailed financial and operational assessments, including cost-benefit analysis, ratio analysis, and sensitivity analysis.</li> <li>• Plans and assists in evaluating the feasibility of proposed ventures by assessing resource availability (e.g., labor, land, capital, training) and compliance with legal and regulatory requirements.</li> </ul>	



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#### **Business Planning and Evaluation:**

- Prepares financial models, forecasts, and feasibility analyses to support business cases and investment decisions.
- Performs detailed financial and operational assessments, including cost-benefit analysis, ratio analysis, and sensitivity analysis.
- Plans and assists in evaluating the feasibility of proposed ventures by assessing resource availability (e.g., labor, land, capital, training) and compliance with legal and regulatory requirements.
- Prepares financial models, forecasts, and feasibility analyses to support business cases and investment decisions.
- Performs detailed financial and operational assessments, including cost-benefit analysis, ratio analysis, and sensitivity analysis.
- Plans and assists in evaluating the feasibility of proposed ventures by assessing resource availability (e.g., labor, land, capital, training) and compliance with legal and regulatory requirements.

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**

- Bachelor's degree in Business Administration, Finance, Economics, or a related field, plus three (3) years of relevant experience.

#### **Knowledge, Skills, Abilities**

- Strong analytical skills with the ability to interpret complex data and translate it into clear recommendations.
- Proficient in Microsoft Excel and financial modeling.
- Experience with business case development, forecasting, and budget monitoring.
- Knowledge of revenue generation strategies and business development principles.
- Strong written and verbal communication skills, including experience preparing reports for executive audiences.
- Ability to manage multiple priorities in a fast-paced, results-driven environment.
- Experience working in government, Indigenous governance, non-profit, or hybrid business environments is an asset.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.



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- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

#### **Working Environment**

- Five-day work week in an office environment.
- Moderate to high stress due to workload.
- Occasional overtime may be required to meet departmental needs.

#### **Commitment Statement**

I serve the Kahnawà:ke 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: \_\_\_\_\_