

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

POSITION:

KLO Office Manager, Kahnawake Labor Office

DURATION:

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

DESCRIPTION:

See Attached Job Description

SALARY:

\$1,067.25 to \$1,205.63 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:

Tuesday, April 30, 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.**



Job Title:	KLO Office Manager
Division:	Kahnawà:ke Labor Office
Reports To:	KLO Director
Name of Incumbent:	TBD
Purpose:	To manage the administration of the KLO by coordinating the administrative responsibilities and functions of the KLO, including being the primary resource in the preparation and submission of MCK and KLO planning, performance, reporting, and may be required to act as liaison with EDC Organizations, Community Businesses, and MCK Units/Departments/Commissions.
Cultural Identity Attributes:	This individual is a leader who places emphasis on standard operating procedures and quality control, and is comfortable communicating within a technical environment. The Manager is confident in handling variety, adept in managing multiple initiatives, possesses the ability to liaise at all levels, while placing primary focus on achieving best results.
Roles & Responsibilities	
Manage the administration of the KLO	
<ul style="list-style-type: none"> • Manages the day-to-day administrative activities of the KLO; • Supervises the KLO Administrative Assistant; • Establishes operating procedures/protocols and service delivery standards for KLO departments; • Coordinates all maintenance and renovation requirements; • Maintains and updates the KLO Reception Manual/Procedures; • Manages the KLO Drive by administering, monitoring, and maintaining all files and controlling the input of all documents; • Records, transcribes, and distributes KLO meeting agendas and minutes; • In the absence of the Occupational Safety, Health and Accident Insurance Manager, works in partnership with Public Safety Unit General Manager regarding inspections and investigations on worksites, job sites, and facilities that fall under the authority of the KLO; • In the absence of the Occupational Safety, Health and Accident Insurance Manager informs the Public Safety Unit General Manager of the need for upgraded training for Occupational Safety Inspectors. 	
Manage the financial operations and budgets for the KLO administration	
<ul style="list-style-type: none"> • In collaboration with the KLO Director, assists in the preparation and development of the annual KLO operating budget; • Coordinate and manage the financial and cash control process; • Monitor and maintain the KLO operational budget and report any variances/discrepancies; 	



- Maintain the cash control system;
- Maintain financial filing systems;
- Process payments for all contracts and professional services;
- Process supply orders.

Coordinate, prepare, and submit KLO planning and performance reporting.

- Monitors the follow-up of key decisions from the KLO Managers Meeting;
- Liaises with MCK EDO and SOD to identify planning and performance reporting requirements maintain a reciprocal flow of information;
- Advises KLO Managers and assists in the preparation of all planning and performance documents and reports;
- Collects, summarizes, and submits planning and performance documents and reports for the KLO;
- Supervise and conduct performance appraisals and progress reviews for KLO direct reports.

Acts as the KLO-MCK Communications Liaison

- Liaises with MCK Communications Unit staff to maintain a reciprocal flow of information;
- Maintains the KLO public bulletin board on a weekly basis;
- Administers, monitors, and maintains the KLO website.

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:

- Determining contacts and networking requirements;
- Determines customer/client service standards;
- Deciding on program administrative operations;
- Setting program competency and capacity requirements;
- Deciding on performance and objective requirements for direct reports;
- Establishing appropriate forums, linkages, and communications methods;
- Taking action and making crucial judgment calls in operational crises.

Accountability:

- Ensuring the KLO office operates efficiently;
- Establishing appropriate networks and relationship with external governmental counterparts;
- Assisting in the preparation and development of the annual KLO operating budget;
- Dealing with internal and external clients in a tactful, discrete, and courteous manner;
- Ensuring the continuous improvement of the organization;
- Maintaining confidentiality;



- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

Education & Experience

- Bachelor's Degree in Business Administration, Commerce or Related field, plus one (1) year relevant experience in management;
- OR
- DEC in Business Administration or Commerce, plus three (3) years relevant experience;
- OR
- High School Diploma, plus five (5) years relevant experience.

Knowledge, Skills, Abilities, and Other Attributes:

- Knowledge of the Kahnawà:ke Labor Office rules, regulations, and procedures, including Construction and Occupational Safety and Health and Construction Programs, the Mohawk Self Insurance Program, and the Fair Wage Process;
- Some knowledge of the Construction Industry in Kahnawà:ke, Quebec Construction, Occupational Safety & Health and Accident Insurance Regime;
- Knowledge of MCK policies, programs, administration, and operational procedures;
- Strong written and oral communications;
- Budget and Financial Management skills;
- Sound knowledge of databases, Word, Excel, and the ability to learn various computer programs;
- Leadership, team management and interpersonal skills;
- Supervisory skills;
- Ability to use sound judgement, take initiative, and apply various problem-solving techniques when necessary;
- Strong organizational skills with the ability to multi-task and prioritize;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment

- Five-day work week and normal office environment;
- Ability to exercise flexibility to attend to crisis and emergencies;
- Occasional overtime may be required in order to meet construction needs in the community;
- Moderate travel.

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

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.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____