

MOHAWK COUNCIL OF KAHNAWÀ:KE

**WE ARE  
HIRING**

## ON-CALL OFFICE TEMPS

We are seeking people who are confident, enthusiastic and have the skills and qualifications required for this job.

### RESPONSIBILITIES

- Provide Receptionist Services
- Provide Administrative and Secretarial Support Services
- Performs other job related duties as directed by the Immediate Supervisor.

### QUALIFICATIONS

DEP in Secretarial Sciences, plus one (1) year relevant experience; or HIGH SCHOOL DIPLOMA, plus three (3) years relevant experience.

**Apply Today!**

**For more information visit  
[kahnawake.com/jobs](http://kahnawake.com/jobs)  
for the full job description**

Please submit your letter of intent, CV, three (3) professional references (Name & Contact information) and Certifications to: [applications@mck.ca](mailto:applications@mck.ca). You are required to complete a Privacy Waiver and submit a clear photo ID. (License Preferred) Questions? Contact the Hiring & Recruitment Office - Dawn Stacey or Tracey Jacobs : 450-632-7500

[applications@mck.ca](mailto:applications@mck.ca)

