

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake



P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nīkaió 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT

Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Description

GENERAL INFORMATION	
Job Title:	Receptionist/Secretary, Main Building #SSII 20
Division:	Finance and Administration, Administration
Date of Job Description:	June 2009
Terms:	ON- CALL
Job Reports to:	Office/Building Manager

THE INCUMBENT	
Name of Incumbent:	
Date of Hiring:	
Name of Supervisor:	Office/Building Manager

GENERAL JOB DESCRIPTION	
Under the supervision of the Office/Building Manager, provides receptionist services to the various departments/units within the Mohawk Council of Kahnawà:ke.	

RESPONSIBILITIES	TASKS
To Provide Receptionist Services	<ul style="list-style-type: none"> ➤ Answers, screens and directs all incoming telephone calls; ➤ Records and forwards telephone messages; ➤ Keeps track of the whereabouts of office personnel; ➤ Maintains and updates the emergency checklist; ➤ Maintains and updates MCK telephone listing; ➤ Screens and directs visitors; ➤ Maintains reception and copy room areas; ➤ Maintains and updates Reception manual;
To Provide Administrative and Secretarial Support Services	<ul style="list-style-type: none"> ➤ Replenishes all forms, handouts etc. for clients; ➤ Assists with the completion of forms and responds to queries regarding them; ➤ Performs photocopying and incoming/outgoing faxmittals for office staff; ➤ Receipts and records funds for services rendered such as;

	<p>photocopies, faxes and postage fees;</p> <ul style="list-style-type: none"> ➤ Ensures that copy room office machines are replenished daily and are in proper working order; ➤ Ensures shredder is emptied daily, and contents stored for recycling weekly pickup; ➤ Ensures that all cartons, and recyclable materials, which are a result of the operation within the reception/copy room/kitchen areas, are collected and ready for weekly pickups; ➤ Orders office supplies, verifies orders, and stores supplies; ➤ Updates meeting and bulletin boards on a daily basis; ➤ Authorizes bookings of meeting rooms, and audio/visual equipment;
<ul style="list-style-type: none"> ➤ Performs other job related duties as directed by the Immediate Supervisor. 	

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To ensure all callers and visitors are received and screened in a polite and pleasant manner; ➤ To ensure that departments are relieved of as much routine work as possible; ➤ To deal with internal and external clients in a discrete, tactful and courteous manner; ➤ To maintain confidentiality; ➤ To adhere to MCK Admin. Manual-Personnel Policy and Kanienke'ha initiatives. 	

QUALIFICATIONS	
<p>Education and Experience Required</p>	<ul style="list-style-type: none"> ➤ DEP in Secretarial Sciences, plus one (1) year relevant experience; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ HIGH SCHOOL DIPLOMA, plus three (3) years relevant experience.
<p>Skills Requirements</p>	<ul style="list-style-type: none"> ➤ Sound secretarial and organizational skills; ➤ Word processing and computer operations; ➤ Sound oral and written communication skills; ➤ Knowledge of general office operations and procedures; ➤ Sound knowledge and understanding of Kahnawà:ke community programs and services; ➤ Must possess a valid Class 5 Quebec driver's license; ➤ Ability to show tact, discretion, flexibility and courtesy when dealing with callers, visitors, community members and co-workers is mandatory; ➤ Ability to communicate in the Kanien'keha and French languages is an asset; ➤ The willingness to learn Kanien'keha is required.

THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES