

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

INTERNAL/EXTERNAL POSTING

JOB OPPORTUNITY

POSITION: Executive Financial Officer (EFO), Executive Office

DURATION: Indeterminate, Full-Time
Twelve (12) Month Probation Period

DESCRIPTION: See Attached Job Description

SALARY: \$1,895.20 to \$2,140.40 Per Week
Hours of Operation 8:00 am – 4:00 pm
Hours per week 40 Hours per week

DEADLINE FOR APPLICATION: Until position is filled

REQUIREMENTS: **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BY THE DEADLINE INDICATED FOR YOUR APPLICATION TO BE CONSIDERED.** (All forms and requirements are found on our website at www.kahnawake.com/jobs).

- ✓ A Signed Privacy Waiver allowing a security check to be performed.
- ✓ A clear photocopy picture ID (Driver's license)
- ✓ Applicant Check list
- ✓ Letter of intent
- ✓ Resume
- ✓ Three (3) professional reference letters.
- ✓ Provide Proof of Educational Requirements. (See attached job description for qualifications).

APPLICATION:

Forward your complete application package via e-mail only to the attention of:
Dawn Stacey, Manager of Recruitment & Staffing at Applications@mck.ca
by Friday, February 11, 2022 at 4:00 PM.

Please note you will receive an email notification advising receipt of your application.