

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

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

'Tsi Nīkaió'tenhséró: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

<u>POSITION:</u>	Mail Clerk/Receptionist, Administration Unit
<u>DURATION:</u>	Indeterminate, Full-Time Six (6) Month Probation Period
<u>DESCRIPTION:</u>	See Attached Job Description
<u>SALARY:</u> Hours of Operation Hours per week	\$18.51 to \$20.91 Per Hour 8:00 am – 4:15 pm 41.25 Hours per week
<u>DEADLINE FOR APPLICATION:</u>	Monday, May 30, 2022 - 4:00 p.m.
<u>REQUIREMENTS:</u>	<u>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.</u> <ul style="list-style-type: none">✓ 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 references (Name & contact information)✓ Provide Proof of Educational Credentials. See attached job description for qualifications.

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 applications are submitted complete as requested. Incomplete applications may not be considered.
- When e-mailing please ensure you call to confirm your application was received before the deadline
- A preference will be given to Aboriginal candidates.



Job Title:	Mail Clerk/Receptionist
Division:	Administration Unit
Reports To:	General Manager of Finance and Administration
Name of Incumbent:	
Purpose:	Under the supervision of the General Manager of Finance and Administration, provides external and interoffice mail service to all units and departments and various buildings of the Mohawk Council of Kahnawà:ke (MCK).
Cultural Identity Attributes:	A self-disciplined, logical, compliant, individual that is accurate and detailed in approach. A systematic individual who enjoys challenging situations and has a strong desire to achieve results. Is organized, dependable, proactive, and self-reliant.
Roles & Responsibilities:	
<p>To manage and administer the external and inter-office mail and package delivery system.</p> <ul style="list-style-type: none"> • Picks up and delivers all mail twice daily (a.m. & p.m.); • Receives, tracks, opens, sorts, date stamps, prioritizes and distributes all incoming mail; • Calculates and affixes the correct postage on letters, parcels and registered mail; • Routes mail to the proper delivery stream; signs or obtains signatures from recipients for registered or special delivery mail and maintains accurate records; • Tracks Interoffice mail picked up from satellite offices and maintains accurate records; • Answers inquiries and completes forms regarding theft or loss of mail, change of address or Department, etc; • Sorts mail according to destination, Department and building ensuring inclusion in proper delivery stream and ensures tracking • Receives, processes, sorts and distributes faxes, messages and courier packages manually or electronically and tracks. • Maintains address database and produces personalized mailing, print and photocopy material; • Addresses and fills envelopes, weighs, calculates, and charges postage to appropriate Department; • Returns undeliverable mail to Post Office; 	



- Arranges for Fed Ex, Purolator or other mail courier services;
- Records and tracks monthly postage usage;
- Maintains vehicle maintenance schedule and performs basic vehicle safety check;
- Provides training to temporary Mail Clerk as required.

To provide receptionist services and clerical support services when covering main reception.

- Opens and closes Main Building and Main Reception at 8:00 a.m. and 4:15 p.m. each day, ensures building is secure;
- Answers, screens and directs all incoming telephone calls;
- Records and forwards telephone messages on a timely basis;
- Keeps track of the whereabouts of office personnel;
- Screens and directs visitors;
- Ensures reception and lounge areas are properly maintained;
- Relieves Receptionist during lunch hour daily and break times when required;
- Hands out forms and responds to routine requests for information from community members;
- Assists with the completion of forms;
- Performs photocopying and handles incoming/outgoing faxes;
- Ensures that all office machines are replenished daily and are in proper working order;
- Ensures that kitchen supplies and water coolers are replenished, and coffee is prepared daily;
- Maintains the office supply room and shelves;
- Ensures shredder is emptied, and contents stored for recycling weekly pickup;
- Ensures that all cartons and recyclable materials are collected and ready for weekly pickups;
- Inputs data into database.

Provides clerical support to the Administration Unit.

- Performs scanning, photocopying, tracking and forwards to the appropriate MCK staff;
- Assists with filing and archiving;
- Ensures that monthly Visa statements are tracked, and delivered to appropriate MCK Staff;
- Ensures shredding is emptied, and recyclable materials are collected and ready for weekly pick up.

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:

- Decides on level of client service delivery;
- Decides on the appropriate approach for administrative requirements.

Accountability:

- To deal with employees, community members and visitors in a tactful, discrete and courteous manner;
- To ensure that all mail and packages are received and delivered promptly;
- To make sound decisions instantly;
- To ensure that Finance and Administration are relieved of as much routine work as possible;
- Maintain confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives

Education & Experience:

- DEP in Secretarial Sciences, plus one (1) year relevant experience;
- OR
- High School Diploma, plus three (3) years of relevant experience.

Knowledge, Skills, Abilities and Other Attributes:

- Excellent time management skills;
- Sound administrative skills;
- Strong oral and written communication skills;
- To receive and direct calls in a cordial manner;
- To provide accurate information;
- Ability to show sound judgment;
- Knowledge of general office operations and procedures;
- Knowledge and understanding of various MCK departments, units and organization, Kahnawake community programs and services and how they function and interact with one another;
- Ability to show tact, flexibility, discretion and courtesy;
- **Must possess a valid Quebec driver's license.**
- 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 workweek and normal office environment;
- Occasional overtime;
- Moderate stress due to workload.

Competencies:

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

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.

Signatures:

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

Performance Management Administrator's Signature: _____