



Tsi ionterihwaienhstahkwa ne Kahwatsiranó:ron
Step By Step Child and Family Center

P.O Box 771
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E-mail: info@stepxstep.ca
www.stepxstep.ca

JOB OPPORTUNITY

- POSITION** Receptionist/Administrative Support Worker
- DURATION** Determinate Full-Time
Three (3) Month Contract with the possibility of extension
Start Date: Immediate
- SALARY** Commensurate with education and experience according to the Step by Step Salary Scales: \$17.92 to \$20.32 per hour
- HOURS** Thirty-Five (35) hours per week (Monday to Friday)
Rotating schedule between hours of 7:30am to 5:00pm

JOB SUMMARY

Under the direct supervision of the Executive Assistant, the Receptionist/Administrative Support Worker is responsible to provide reception services to the center, some secretarial services to the teaching staff and committees as well as administrative support to the administration team of the Center which is consistent with the Vision, Mission and Mandate.

A copy of the job description can be obtained on the Step by Step website (www.stepxstep.ca)

QUALIFICATION REQUIREMENTS

- Administrative Assistant DEP with a minimum of one (1) year relevant experience
- Candidates may also be considered with Secondary 5 Diploma with three (3) years relevant experience

SKILL REQUIREMENTS

- Must possess good administrative and secretarial skills
- Knowledge in computer software and programs (i.e. Outlook, MS Office programs, website, social media, etc.)
- IT knowledge is an asset
- Strong organizational & communication skills
- Ability to work independently and as part of a team
- Good interpersonal skills
- Multi-tasking skills, initiative and creativity
- Knowledge of Kanien'keha culture and language is an asset, willingness to learn is essential

APPLY TO Please submit a CV, letter of intent, copies of educational records and the name and contact information of two (2) professional references to:

Skahsennati Delormier, Human Resources Coordinator
skahsennati.delormier@stepxstep.ca

DEADLINE August 2, 2024

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED FOR AN APPLICATION TO BE CONSIDERED
PLEASE NOTE THAT PREFERENCE WILL BE GIVEN TO FIRST NATIONS CANDIDATES