



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Administrative Assistant
Division:	Waste Management/Public Works
Reports To:	General Manager of Waste Management
Date of Job Description	April 2025
Purpose: Provides receptionist duties for the Waste Management Department and provides administrative support to the General Manager and Waste Management Department.	
Roles & Responsibilities	
To provide Receptionist duties to the Waste Management Unit • Ensure the reception area is presentable, with all necessary information brochures available. • Greet and welcome clients as they arrive at the office and direct to the appropriate person/office. • Answer, screen and respond appropriately or forward incoming requests from various media- phone, email, social media platforms, individual contacts through social media, walk ins, etc. • Provide up to date and accurate information on all departmental services in-person and via phone/email or other means. • Maintain activity log by recording all incoming requests from various media. • Prepare quarterly customer service reports based on collected data. • Arrange courier and special delivery services. • Receive, sort, and distribute daily mail and deliveries. • Monitor office supplies and order office supplies to maintain inventory of stock in storage rooms. • Update calendars and schedule meetings. • Maintain and update staff listing, temporary worker listing and contact information. • Ensure all relevant organizational notifications are distributed to staff. • Files, photocopies and scans. • Maintain and update department archives and archives listing.	
To provide Administrative Support to the General Manager and the Waste Management Department • Maintain and update the Waste Management Operations Manual as required. • Record all staff vacation, sick/personal days, and report to GM. • Secure temporary worker replacements when needed and ensure temporary worker request are submitted to HR. • Prepare and submit weekly timesheets for GM approvals. • Prepare weekly activity reports to be submitted to the General Manager.	



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- Prepares purchase order request, visa request and all other forms for GM approval and signature.
- Monitor workers safety clothing supplies listing, materials and equipment inventory and reports to GM.
- Assist Operations Foreman with:
 - Ensures all weight tickets, packing slips, invoices and other documentation is submitted in a timely manner to GM.
 - Monitors accounts receivables from the various operations and reports status to GM.
- Deposits incoming revenues at the Cashiers desk.
- Maintains and updates Key registry.
- Notify GM of changes or inconsistencies during data entry.
- Process and validate invoices and accounts receivable data for GM approvals and signature.
- Maintain staff certification file and inform GM of upcoming needed renewals.
- Assist with the scheduling and organization of training sessions.
- Assists with the scheduling and recording of minutes for weekly staff meetings.
- Generate weekly activity reports to be submitted to the General Manger
- Assist in the preparation of the various year end reports for external government agencies.
- Performs other job-related duties as directed by immediate supervisor.

To assist Waste Management Communications with the promotion, organizing and implementation of community awareness and educational activities and information kiosks

- Assist with the preparation of information packages for distribution.
- Develops and produces innovative graphic displays for all WM publications, reports, and advertisements, including written information, charts, logos, graphics, photo, and video displays;
- Arranges for the translation of communication materials into Kanien'kéha, as needed; working with the Tsi Niionkwarihò:ten Tsiwaháhara'n Center;
- Assist the Public Information Coordinator with:
 - The development and production of all WM print material Surveys the general population on specific items of interest through community consultation workshops, focus groups, Web surveys, telephone surveys, etc.;
 - the management of the WM Public Relations Tracking and online filing systems.
 - the review, development, and maintenance of WM website
 - Continuously updates information to the Website, (Intranet, Mass E-mail systems and Billboards;)
 - Etc.
- Informs WM staff of Communications or activities that may affect them;
- Develops a system for gathering of up-to-date information;
- Assist with data collection at community events and follow up reporting
- Provides general support to the communications team.
- Provides general support to waste management meetings, events, activities as needed.



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The statements herein reflect general details to describe the principal 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.

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

- Knowledge of MCK policies, programs, administration, and operational procedures.
- Sound communication skills.
- Sound administrative skills.
- Strong minute taking skills.
- Strong time management and organizational skills.
- Sound knowledge of all Waste Management Department operations and procedures.
- Sound knowledge of Excel, Word, with the ability to learn various computer programs.
- Knowledge of computer systems (word processing, desktop publishing, graphic design, developing and managing websites and intranet systems).
- Skills in layout, design, writing and editing.
- Ability to do camera work is an asset.
- Ability to do video editing is an asset.
- Capacity to handle the pressure associated with caller and visitor requests.
- Ability to take initiative.
- Ability to work independently and in a team-oriented environment.
- Conducts business with internal and external clients in a tactful, discreet and courteous manner.
- Maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

Working Environment

- Five-day work week with a office/work environment.
- Ability to exercise flexibility.
- Occasional overtime may be required.



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Commitment Statement:

I serve the Kahnawake 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: _____