



MOHAWK COUNCIL OF KAHNAWÀ:KE
HUMAN RESOURCES UNIT
RONWATIIO'TÉ NHSE RAOTIRIHWÀ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Administrative Assistant
Division:	Lands Unit
Reports To:	Director of Lands
Date of Job Description	August 2025
Purpose: The Administrative Assistant provides high-quality administrative support to ensure the efficient operation of the office. This role is responsible for managing day-to-day office activities, coordinating schedules, preparing documents, and maintaining organized records, enabling the unit to operate smoothly and effectively.	
Roles & Responsibilities	
Administrative Support for Lands Unit <ul style="list-style-type: none"> • Prepare, format, and edit correspondence, reports, presentations, and other documents. • Provides information and assistance to clients in regard to files held with the Director • Maintain accurate and up-to-date electronic and paper filing systems. • Manage incoming and outgoing mail, emails, and phone calls, directing them appropriately. • Draft meeting agendas, record and distribute meeting minutes, and track action items. • Manage calendars, schedule appointments, and arrange meetings and conference calls. • Coordinates the use of the Lands boardroom. • Coordinates and provides administrative support for Lands & Territories Portfolio meetings. • Assists with the coordination of Land Use Planning activities and third-party files. • Maintain a basic knowledge of files in collaboration with the Director • Coordinate travel arrangements, including transportation, accommodations, and itineraries. • Organize and support events, training sessions, and workshops. • Maintain databases and contact lists, ensuring information is current and accurate. • Track and process invoices, purchase orders, and expense reports. • Support data entry, analysis, and report generation as required. • Order and maintain office supplies and equipment. • Liaise with vendors, service providers, and Asset Management as needed. • Assist with special projects and initiatives as assigned. • Provide backup support to other administrative staff as required. • Updates and creates procedures relevant to the position • Assists in the coordination of activities for projects • Assists in developing workplans and budgets for the activities • Maintains up to date working files on activities • Consults with relevant departments as needed 	
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	



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perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.

Education & Experience

- DEC in Office Administration, plus one (1) year relevant experience.
OR
- DEP in Secretarial Sciences, plus three (3) years relevant experience.
OR
- High School Diploma, plus five (5) years relevant experience.

Knowledge, Skills, Abilities

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and comfortable with digital tools.
- Strong written and verbal communication skills.
- Excellent organizational and time management abilities, with strong attention to detail.
- Ability to handle confidential information with discretion.
- Strong problem-solving skills and the ability to adapt to changing priorities.
- Professional, courteous, and service-oriented.
- Conducts business with internal and external clients in a tactful, discreet and courteous manner.
- Maintains confidentiality.
- Adhere to MCK Employment Policies 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 is performed in an office environment.
- Moderate stress due to workload.
- Occasional overtime.

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.



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Signatures
Employee's Signature: _____
Date: _____
Supervisor's Signature: _____
Date: _____