



Desjardins

Caisse populaire Kahnawake
Tsi-iehwestaientahkwa

INTERNAL/EXTERNAL JOB OPPORTUNITY

Position: General Management Administrative Assistant

Location: Caisse populaire Kahnawà:ke

Status: Regular Full-time (35 hours)

Application Deadline: Monday, January 5, 2026 at 12:00 noon

Probation period of 420 hours

The Caisse Populaire Kahnawake, situated in the Kahnawake Services Complex, serves 6,051 members and has assets of \$776.1 million. The personnel of the Caisse consists of 23 employees, 2 Managers, and 9 Board of Directors. Caisse populaire Kahnawà:ke is open Monday-Saturday, including Thursday nights.

Job Description Summary

The incumbent supports the general manager and all managers of a medium-sized Caisse in carrying out various administrative support and secretarial tasks. Activities include assisting with the planning and coordination of management activities.

Main Responsibilities

- Support the general manager and Caisse managers in managing and monitoring their schedules, phone calls, emails and mail.
- Coordinate the delivery of various files to the Management Committee, Board of Directors, and other committees.
- Prepare for and attend various meetings, including those of the Management Committee and the Board of Directors. Take minutes and follow up with any business that arises.
- Participate in organizing logistics for various events (e.g. team meetings, committees, general meetings, training courses, telephone conferences, travel, public relations activities).
- Provide support in coordinating internal Caisse communications (e.g. employee meetings, annual general meetings, special meetings).
- Perform various internal management administrative tasks (e.g. tracking sales, maintaining the scorecard, monitoring expense accounts, managing inventory and equipment).
- Manage documents and update records related to various sectors (e.g. filing, purging and storage) in accordance with current practices and regulations.
- Perform various secretarial duties including drafting, formatting, updating, creating and revising the language of information documents generated by various sectors.
- Support the general manager and managers in retrieving information, carrying out business processes and using information systems.

Qualifications

- College Diploma or Vocational Diploma in Secretarial Studies
- Three years relevant experience
- Proficient in English (spoken and written) and working knowledge of French
- Understanding of the philosophy and fundamentals of financial services cooperatives
- Knowledge of service standards
- Other combinations of qualifications and relevant experience may be considered

Competencies

- Accountability
- Collaborative
- Communicates effectively
- Customer Focused
- Innovative
- Plans and aligns
- Situational adaptability

Work conditions

- The salary will vary with the qualifications and experience based on the salary of a Level 5 Caisse employee
- The employee will be required to work from 8:30 am-4:30 pm, Monday to Friday, with occasional overtime as required for the position
- The employee is entitled to full benefits (EI, MSI), group insurance: life, disability, health, wellness and work-life balance allowance, health insurance including dental, travel and health spending account, defined-benefit pension plan, and an annual profit-sharing bonus

Immediate Supervisor: General Manager

Date of Posting: Thursday, December 4, 2025

Deadline to apply: Monday, January 5, 2026 at 12:00 noon

Interested applicants should submit a letter of intent, current résumé and three references to:

Ms. Mandie Montour, General Manager

P.O. Box 1987 Kahnawà:ke, Quebec J0L 1B0

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