



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

Core Job Information	
Job Title:	Construction Projects Support Officer
Division:	Housing Unit, Construction Department
Reports To:	General Manager Properties & Construction
Date of Job Description	December 2025
Purpose: The Construction Projects Support Officer provides essential administrative, coordination, and logistical support to the Housing Unit's Construction Department. Working closely with project managers, supervisors, contractors, and community stakeholders to assist in planning, tracking, documenting, and communicating key activities related to housing construction, renovation, maintenance, and funding initiatives. This role ensures smooth project operations by supporting documentation, procurement, reporting, and follow-up processes.	
Roles & Responsibilities	
Project Coordination & Support - Assist in the planning, execution, and monitoring of housing construction, renovation, and maintenance projects. - Support the development of project work plans, schedules, timelines, project budget estimates, and tracking tools. - Participate in site visits, inspections, and stakeholder meetings, as requested by supervisors. - Maintain follow-up systems and task lists to ensure timely action on deliverables.	
Documentation & Reporting - Help maintain, organize, and update project documentation (progress reports, contracts, minutes, contacts, correspondence, etc.). - Support grant, contribution agreement, and funding reporting requirements by gathering data, preparing drafts, and coordinating submissions. - Prepare meeting notes, summaries, and project updates for internal circulation. - Assist in preparation and negotiation of construction contracts, changes and additions to agreements with designers, consultants, contractors, clients, and suppliers.	
Communication & Stakeholder Liaison - Coordinate communication with contractors, suppliers, consultants, and community members. - Respond to general inquiries related to housing projects and redirect issues to appropriate staff.	



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTÉRIHWATSTERÍSTHÁ'

- Assist in preparing communications materials (memos, notices, follow-up emails, schedules).

Procurement & Financial Support

- Provide administrative support for procurement activities, including RFQs, tender packages, PO tracking, and vendor documentation.
- Track project expenditures and liaise with the Finance Department to ensure budget alignment and accurate coding.
- Support the preparation of financial summaries and expenditure reports as needed.

Administrative & Operational Support

- Maintain organized electronic and physical filing systems compliant with departmental standards.

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 Construction Technology or a related field, plus two (2) years of relevant experience in project support, or coordination roles in construction.

OR

- High School Diploma, plus five (5) years of relevant experience.
- Valid Quebec driver's license is required.
- An equivalent combination of education and experience may be considered.

Knowledge, Skills, Abilities

- Knowledge of general office operations and procedures.
- Knowledge of the local community context and housing challenges is an asset.
- Strong organizational and time-management skills.
- Ability to manage multiple priorities.
- Good judgment and problem-solving skills.
- Proficiency in MS Office (Word, Excel, Outlook, Teams, SharePoint) and comfortable working with databases, spreadsheets, and tracking systems.
- Basic understanding of project management concepts, procurement processes, and budgeting principles is an asset.
- Strong communication and interpersonal skills.
- Ability to work independently while contributing to a collaborative team environment.
- Attention to detail and commitment to accuracy in documentation and reporting.
- Demonstrates professionalism, discretion, and courtesy when interacting with internal and external clients, fostering positive and respectful working relationships.



MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWÀ'SHÓN:'A RONTIRIHWATSTERÍSTHA'

- Maintains confidentiality.
- Adhere to the MCK 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, with occasional site visits, meetings, and community engagement activities.
- Moderate stress due to workload.
- Occasional overtime.
- May require flexible working hours during peak project periods.

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: _____