

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhsiro:tens Ne Onkweshon:'a Rotiio'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

Job Title:	Housing Inspector/Administrative Assistant (Summer Student)
Division:	Housing Unit
Reports To:	Client Experience Manager
Name of Incumbent:	TBD
Purpose: Under the supervision of the Client Experience Manager, is responsible for providing administrative support to Housing operations. To perform a range of tasks and functions in a timely, efficient, and professional manner, supporting the Housing Unit. Assists the Housing Program Inspector when conducting inspections and other Housing initiatives.	
Cultural Identity Attributes A self-disciplined, logical, compliant, individual that is accurate and detailed in approach with critical thinking abilities. A systematic individual who enjoys challenging situations and has a strong desire to achieve results. Is organized, dependable and self-reliant.	
Roles & Responsibilities:	
Provides general administrative support to the Housing Unit operations ensuring effective client service Assists the Housing Program Inspector for the following: <ul style="list-style-type: none">• Inspections, assessments, and recommendations.• Inspection reports identifying areas of responsibility to undertake corrective measures, recommend solutions and deadlines for completion of work.• Maintain records of all activities and contacts to ensure timely and completed required reports are submitted.• Develop and/or enhance existing preventative housing maintenance information packages.• Ability to operate a cell phone camera and download pictures into computer files.• Ability to use tact, discretion and courtesy when dealing with contractors and clients.	

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Assists the Housing Unit General Administrative Assistant for the following:

- Letters/Mail
- Filing/Shredding
- Scheduling appointments
- Coordinating events

The statements herein reflect general details to describe the principle 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.

Decision Making Authority:

- Determines client service delivery methods;
- Decides on the appropriate approach for administrative requirements;
- Determines the immediacy and importance of information;
- Determines problem solving techniques to best approach sensitive situations;
- Determines the most practical coordination of various conferences, workshops, and meeting;

Accountability:

- To perform administrative duties accurately and efficiently;
- To receive and direct calls/clients in a cordial manner;
- To maintain user-friendly and accurate files;
- Ensures contracts are prepared for signing as needed;
- To provide accurate information;
- To respond to customer or client related requests in a timely manner;
- Ensures files are complete and accurate for review and decision making;
- Ensures the Housing Unit is serviced effectively;
- Ensuring the continuous improvement of the organization;
- Conducting business with internal and external clients in a tactful, discreet and courteous manner;

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- Maintaining confidentiality;
- Adhering to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives.

Education & Experience:

- University or College
- OR
- 2024 KSSEP student enrolled in a post-secondary program.

Knowledge, Skills, Abilities and Other Attributes:

- Knowledge of Human Resources management theories, strategies, techniques and their applications;
- General knowledge of office equipment, systems and processes;
- Experience with minute taking;
- Ability to work under pressure and stress;
- Strong oral and written communication;
- Effective communication skills with individuals at all levels of the organization;
- Basic research skills;
- Strong computer skills, to include database management, word processing, creating spreadsheets, e-mail, and the internet;
- Excellent typing skills, including proper spelling and grammar;
- Attention to detail in all areas of work;
- Strong problem identification and problem resolution skills;
- Strong organizational and time management skills;
- Able to work efficiently as a part of a team as well as independently;
- To maintain confidentiality;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Five-day work week and work is performed in a typical interior/office environment;

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- Moderate stress due to workload;

Competencies:

Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
Core	Intermediate	Core	Intermediate	Intermediate	
Adaptability	Planning and Organizing	Leadership	Language & Culture		
Core	Intermediate	Core	Core		

Commitment Statement:

I serve my 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: _____