



# KAHNAWAKE EDUCATION CENTER

P.O. BOX 1000  
KAHNAWAKE, QUEBEC, J0L 1B0  
TEL: (450) 632-8770  
FAX: (450) 632-8042  
[www.kecedu.ca](http://www.kecedu.ca)

## **EMPLOYMENT OPPORTUNITY**

**POSITION: ADMINISTRATIVE ASSISTANT**

**LOCATION: KATERI SCHOOL**

**SALARY RANGE: \$46,019.00 – \$55,224.00**

**DURATION: Full-Time, Indeterminate Position**  
With a 6-month probationary period

**Tentative Start Date: November 17, 2025**

### **REQUIREMENTS:**

- DEC (Diplome d'Etude Collegiales) in Office Systems Management or Equivalent Discipline with three (3) years related experience.
- OR Vocational Diploma in Office Systems Management with two (2) years related experience.
- OR Ten (10) Years Related Administrative Experience.
- A strong knowledge and/or experience in strategic planning exercises and communications planning.
- The ability to speak Kanien'kéha and French is an asset.

**APPLICATION DEADLINE: Friday, October 24, 2025, at 4:00 pm**

**All required documents** must be submitted before the deadline for your application to be considered:

- Résumé
- Letter of Intent
- Name and contact info for three (3) recent professional references
- Provide proof of educational requirements (see attached job description for the qualifications)

The Kahnawà:ke Education Center wishes to thank all those who apply. However, **only** qualified candidates with **complete applications** will be contacted for an interview.

**PLEASE SUBMIT YOUR APPLICATION AND ALL REQUIRED DOCUMENTS ONLINE AT [WWW.KECEDU.CA](http://WWW.KECEDU.CA) OR BY CLICKING THE LINK BELOW:**

