

STRENGTH

PEACE

UNITY

Mohawk Council of Kahnawake

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

Tsi Nīkaió 'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

POSITION:

Records Manager, Information Management

DURATION:

Indeterminate, Full-Time
Nine (9) Month Probation Period

DESCRIPTION:

See Attached Job Description

SALARY:

\$1,267.13 to \$1,431.38 Per Week

Hours of Operation

8:30 a.m. to 4:00 p.m.

Hours per week

37.5 hours per week

DEADLINE FOR APPLICATION:

Tuesday, March 19, 2024 - 4:00 p.m.

REQUIREMENTS:

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

- ✓ Applicant checklist
- ✓ Letter of intent
- ✓ Resume

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to:

Applications@mck.ca

NOTE:

All forms and requirements are listed on our website:

www.kahnawake.com/jobs

- **Please ensure complete applications are submitted as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **Preference will be given to Aboriginal candidates.**