

Employment

Mohawk Council of Akwesasne

TITLE: Manager, Operations

DUTIES: Reporting to the Director, the Manager of Operations will perform a wide range of difficult to complex administrative activities; coordinates and directs operations and personnel to ensure efficient operations; uses independent judgment within the framework of established policies and objectives in decisions affecting division activities; make recommendations and assists in the formulation of divisions objectives, policies and plans.

EDUCATION: Post Secondary graduate in the field of Business Administration or related field OR Three to four years progressively responsible operations experience of which two years were in a supervisory and planning capacity.

EXPERIENCE: Experience in planning, organizing, assigning and coordinating the activities of the division/department; presenting ideas effectively, orally and in writing; and dealing constructively with conflict. Possession of a valid motor vehicle operator's license and willingness to use personal vehicle in the course of employment, is required. Knowledge of principles and practices of organization administration, budgeting, supervision, personnel administration; operational functions and procedures of division; applicable laws (local, federal, provincial).

Forward or drop off all applications before, April 23, 1996, to:
Margaret Jacobs, Human resource Assistant
Administrative 1 Building
St. Regis, Quebec, HOM 1A0

TITLE: Personnel Officer

DUTIES: Reporting to the Human Resource Officer and the Manager of Operations, the Personnel Officer plans, coordinates and directs all functions of employee relations including labor relations, recruitment and selection, safety and training; provides professional and technical staff assistance and performs related work as required.

EDUCATION: Post Secondary graduate in the field of Personnel or Business Administration OR Professional experience in personnel operations & administration, including providing advice, assistance and guidance to Program Managers on labour related aspects.

EXPERIENCE: Experience in the interpretation, functions and administration of personnel principles, practices, techniques and labour relations. Knowledge of relevant legislation, regulation and procedures is necessary. Principles and practices of personnel administration including recruitment and selection; training; pay and compensation; proper safety programs and policies; training techniques; program development; applicable laws. Possession of a valid motor vehicle operator's license and willingness to use personal vehicle in the course of employment.

Forward all applications before, April 23, 1996 to:
Laura Paulette, Human Resource Officer
Administration 1 Building
St. Regis, Quebec HOM 1A0

Tender for the Cleaning & Maintenance of Stanley Island Log Cabins.

DUTIES: Includes, but is not limited to maintaining the appearance and health conditions of the facilities. The Mohawk Council of Akwesasne has constructed ten log cabins - 2 story which are rented out to the general public during the months of mid-May to the End of September.

The following check list would be required to the duties of the cleaning staff:

1. Making sure all bed linen is changed, after each use.
2. All rooms are vacuumed daily.
3. All floors are swept and washed.
4. All windows are washed inside and out
5. Making sure all insects are cleaned away from window sills.
6. Making sure all cooking utensils are clean and accounted for.
7. Counter space/cooking area are to be kept clean.
8. Bathroom area cleaned and sanitized.
9. Making sure all cabins are equipped with the proper amounts of towels & linens.
10. Reporting of any damages or supplies needed for the cabins to the Economic Development Department.

Please submit bid by May 1, 1996 to the Mohawk Council of Akwesasne, Economic Development Department. Contact Wayne Lazore at (613) 575-2348, Ext. 165.

GENERAL LOG HOMES & SOLAR ELECTRIC PRODUCTS

Needed: Experienced Carpenters

Employment applications are now being accepted for the 1996 building season. Please apply April 15-26, 9 am - 5 pm.

General Log Homes & Solar Electric Products. Sugarbush Island
(613) 575-2277.

WHITE PINES DESIGN

TITLE: Autocad Operator

EXPERIENCE REQUIRED:

2 years College or architect technician diploma or 2 years experience using Autocad.

Also experience in the construction field preferred but not required.

JOB DESCRIPTION:

Will report directly to the manager or the architect. Will do residential house plans and commercial drafting for clients as needed. Also will perform any other duties as assigned by the manager or the architect.

Salary will be negotiated.

Please pick up applications at White Pines Design or Cornwall Island in Unit #7 at the Peace Tree Mall.

St. Regis Mohawk Environment Division

Position: Secretary

Hours: Full-time 40 hours per week

Essential Duties and Responsibilities include the following:

- Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.
- Files correspondences and other records.
- Greets visitors, ascertains nature of business, and conducts visitors to appropriate personnel.
- Answers telephone and gives information to callers or routes call to appropriate personnel.
- Typing of workplace for all environment grants.
- Mailing and coding purchase requisitions & forwarding to purchasing agent.
- Logging incoming mail.
- Preparing outgoing correspondence.
- Maintaining fax log.
- Routing incoming faxes to proper personnel.
- Mailing out grant applications

and workplace to necessary EPA officials.

- Other duties as assigned.

QUALIFICATIONS:

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of experience. Experience with Word Perfect, Lotus, and DBase IV an asset, but not required. Must be a self motivated individual able to work unsupervised.

DEADLINE FOR APPLICATIONS: April 26, 1996

SALARY: Dependent upon education and experience
Send letter of application and resume to:

Ken Jock, Director, Environment Division, St. Regis Mohawk Tribe, RR 1, Box 8A, Hogansburg, NY 13655

The St. Regis Mohawk Tribe is an equal opportunity employer and does not discriminate based on age, sex, national origin, or handicapped status. The St. Regis Mohawk Tribe gives preference to Native Americans.

