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| **XX FIRST NATION** |
| is a progressive organization looking to fill the position of: |
| **GENERAL MANAGER** |
| XX First Nation (FN) requires the services of a Band Administrator/ General Manager who will provide overall leadership, management and supervision of XX FN staff and programs. S/he will oversee administrative and financial functions and provide technical assistance to the Chief & Council. The Administrator/ Manger will be instrumental in the implementation of departments and programs including; Lands & Resources, Capital Projects, Taxation, Economic Development, Finance & Administration, Public Works, Social Development, Health, and Education, including a Pre-School. The Manager provides strategic leadership and management to XX FN administrative staff and all programs. This position reports to XX FN Chief and Council, and will involve networking with government officials, external agencies and other First Nations. XX FN reserves the right to give preference to qualified Aboriginal applicants |
| General Requirements, Qualifications and Experience:  • Post-Secondary Degree in Business or Administration and/or  • Minimum 5 years experience at a senior management level within a First Nations organization.  • High level of competency using computers/software (MS Office suite, accounting software, web portals,etc)  • Excellent interpersonal, verbal, and written communication skills, including proposal writing experience  • Ability to multi-task, and work within a dynamic environment.  • An independent thinker able to work with and motivate a diverse team of professionals.  • Demonstrated ability to develop and implement policies and procedures, including finance and personnel management [HR & Finance policies, Federal Labour law].  • Exceptional management, supervisory and office administration skills  • Experience working with municipal, provincial, federal and First Nation governments [Public Service environments]  • Experience working with various provincial and federal agencies including AANDC, CHMC, and local health authorities  • Understanding of document and records management systems.  • Knowledge and awareness of First Nation issues across Canada preferred  • Valid BC Driver’s License  • Ability to pass a Criminal Records Check  Salary Range: Commensurate with qualifications and experience  Type of Position: Full-time with competitive benefit package, subject to a 6 month probationary period and performance evaluation. |
| *In addition to a current resume, please submit a detailed cover letter expressing clearly how you meet the requirement criteria as stated within the job posting.*  **Applications will be accepted until (date, day and time here)**  **Attention: Human Resources**  **Email:**  *We appreciate all applicants, however, only those candidates selected for interviews will be contacted.* |
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