



## Office Manager

Namaygoosisagagun First Nation is seeking to fill the position of Office Manager. The Office Manager position is a senior professional position with the First Nation who works under the supervision of Chief and Council. The Office Manager is responsible for the planning and implementation of policy and administration of all programs and services. Responsibilities are as follows:

- Coordinate Human Resource Administration
- Conflict resolution mediation
- Implement HR Policy
- Oversee all policies
- Involved in hiring process
- Carry out Chief and Council direction and report to Chief and Council
- Oversee and delegate responsibilities to staff
- Ensure staff program reporting is done in a timely manner
- Set up community meetings
- Coordinate and oversee preparation of annual work schedules
- Attend and prepare materials for Chief and Council – Community meetings
- Experience in the Management of First Nation programs and administration, including preparing program plans and budgets, budget control, and making financial reports to Chief and Council
- Demonstrate ability to research community needs, planning community based services and prepare written reports
- Knowledge of the community family structures, customs, traditions, and administration structure and operations of the First Nation
- Demonstrate planning and project management skills
- Excellent organization, communication, leadership and strategic thinking skills
- Ability to travel and work from the community office when necessary

### Abilities:

- To work in a high stress environment
- To be courteous to all staff and FN members
- To maintain a professional public image representing the FN
- To set priorities and schedule work plan
- Demonstrating planning and project management skills
- Good computer skills and ability to work in an office environment
- Possession of valid Driver's license
- Must provide Criminal Record Check
- Ability to travel for work

To apply send cover letter and resume along with 3 letters of recommendations to Kyle Maclaurin-General Manager [nfncomresource@tbaytel.net](mailto:nfncomresource@tbaytel.net) or fax to 807 626 8126. Deadline for receiving applications is January 30<sup>th</sup>, 2023 @ 4 pm. After this date no applications will be considered. Only those considered will be contacted.