PERSONNEL &
STAFF DEVELOPMENT
BOX 480, LA RONGE
SASK. S0J 1L0
PHONE: (306) 425-2183
FAX: (306) 425-5559
1-800-567-7736

Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

OPEN COMPETITION

Grandmother's Bay Band Office, Lac La Ronge Indian Band (LLRIB) is now accepting applications for the following position:

Operations Manager, Grandmother's Bay

Position Summary:
The Operations Manager will be under the supervision of the Director of Finance & Administration, Lac La Ronge Indian Band. This position is responsible for Administration, Education and Public Works. Maintaining budgets and implementing policies of GMB Administration programs and services. This position also requires extensive knowledge of the organizational, managerial and administrative functions of a First Nations organization.

The successful applicant will be required to establish effective working relationships with Employees, band members, other non-band agencies and corporations, different levels of government (federal, provincial and municipal governments) and relevant stakeholders.

Duties and Responsibilities:

- Ensure the preparation and presentation of GMB budgetary and planning requirements are carried out, including adequate procedures to ensure full accountability for the organization's funding, contribution agreements, fiscal and human resources;
- Ensure legal compliance with federal and provincial requirements;
- Plan, direct and coordinate the day-to-day operations in the delivery of programs and delivery;
- Provide administrative leadership, supervision and support to GMB Employees, in accordance with the LLRIB Personnel Policy Manual;
- Develop and implement GMB Self-Administration policies and budgets to provide quality services to the community membership;
- Suitable person must be able to prepare proposals;
- Actively seek funds for operation, projects and programs outside AANDC programs;
- Maintain employee personnel records;
- Reporting to Chief and Council.

Qualifications:

- Post secondary education in accounting/finance;
- Experience with ACCPAC is required;
- Excellent oral and written communication, research and planning skills;
- Ability to motivate inspire and lead a small but focused team;
- Must be very professional and serve as a leading role model to all Employees;
- Must have a valid driver's license and a reliable vehicle.

Deadline for Applications: August 23, 2019

Submit **cover letter** and **resume** with three (3) professional references, excluding Chief & Council. Minimum one reference must be from a current or recent employer, to:

Human Resource Office
Lac La Ronge Indian Band
Box 480
La Ronge, Sask
S0J 1L0

Phone: (306)-425-2183
Fax: (306)-425-2170
Email: (hrinfo@llrib.ca)

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check. Please be advised applications received without the proper documentation may not be considered.

In the cover letter, please indicate permission to contract references.

Telephone interviews will not be granted.