



# GARDEN RIVER FIRST NATION

## EMPLOYMENT OPPORTUNITY



POSITION: Assistant Business Manager  
 REPORTS TO: Business Manager  
 DURATION: Full-Time

*\*Garden River First Nation Band Members are encouraged to apply\**

### Summary of Function:

The Assistant Business Manager will be responsible for assisting the Business Manager with the oversight of all Garden River First Nation Business Units including: Aggregate Pit, Lands & Resources Department, Mining, Public Works, MTO Summer and Winter Maintenance, 5-Bay Garage, Ojibway Park, Silver Creek Golf Course and Bingo Hall. The Assistant Business Manager will also be responsible for assisting with the on-going development of Ketegaunseebee Inc. The Assistant Business Manager functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

### Duties/Responsibilities:

- Assist with the overall Business Operations including Human Resources, Finance and Administration
- Organize, schedule training and other meetings, including contacting participants, vendors, or suppliers
- Assist with the development of risk management and safety guidelines, making recommendations
- Assist with the Asset Management Process for all GRFN Departments
- Attend and prepare committee/funding meetings, including recording and distributing minutes, agendas, and other relevant information as requested
- Prepare and modify documents including correspondence, forms, contracts, funding requests, reports, drafts, memos, Excel spreadsheets, briefing notes, PowerPoints, and emails
- Complete weekly filing for reports, documents, and other required information
- Maintaining manual and computer filing systems to ensure easy access and reference
- Update and enter any amendments to all relevant policies, and procedures
- Performing other related duties as may be required and assigned

### Qualifications

- Required two-year college diploma in Business Administration/Management, Finance and/or other related field, consideration will be given to further related education.
- Required five (5)- years related experience;
- Excellent computer skills to operate various programs including MS Word, Excel, Email & PowerPoint
- Ability to use good judgement in assessing difficult situations;
- Flexibility required to keep pace with an ever-changing environment;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to be consistent and display a positive/helpful attitude;
- Willingness to accept changes in work practices and technology;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Ability to report for work as scheduled;
- Must undergo a criminal record check prior to employment.

Interested applicants can email or drop off their cover letter and detailed resume by:

**Tuesday August 25<sup>th</sup>, 2020 @ 12:00 NOON.**

Please address the envelope and/or email **"Assistant Business Manger-2020-44"** and submit to:

**Human Resources  
 Garden River First Nation,  
 7 Shingwauk Street,  
 Garden River, ON  
 P6A 6Z8**

Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)

Paul Calic, Human Resources Manager

Tuesday August 11th, 2020

Date

