



# GARDEN RIVER FIRST NATION IS HIRING

*In the spirit of our ancestors and our Treaty, we endeavour to conduct ourselves in a manner that is consistent with the Seven Grandfather Teachings given to us by the Creator. We envision a harmonious community that is built on mutual respect that maintains a healthy balance through prosperity and well-being. Through these actions we intend to create a self-sustaining community that fulfills the emotional, physical, mental, and spiritual well-being of all members.*

**Position: Business Entities Manager**  
**Starting Range: \$ 70,616.00 – \$ 85,631.00 (Pending Education & Experience)**  
**Duration: Full – Time Permanent**  
**Report to: Senior Management Team**

## OVERVIEW

*Garden River First Nation (GRFN) is seeking a Business Entities Manager to be responsible for oversight and management of Garden River First Nation Business Units including: Garden River Aggregate Division, Mining files, Highway Division, Ojibway Park, Silver Creek Golf Course and Bingo Hall. The Business Entities Manager will also be responsible for assisting with the on-going development of Ketegaunseebee General Partner Inc and other limited partnerships.*

## DEPARTMENTAL DUTIES:

- Working closely with Assistant Business Manager and Business Coordinator to ensure efficient operations are maintained and long-term strategic objectives are implemented
- Developing Business Management Goals that tend to Growth and Prosperity;
- Designing and implementing Business Plans and strategies to promote the attainment of goals;
- Organizing and coordinating operations ensuring maximum profitability;
- Providing support to the Assistant Business Manager in relation to the work of the employees, providing feedback to CAO to improve efficiencies and effectiveness;
- Maintaining relations with partners/vendors/suppliers;
- Gathering, analyzing, and interpreting internal and external data for Reporting Purposes;
- Assessing overall financial performance against objectives;
- Working with department managers to develop long term strategic initiatives;
- Monitoring projects to ensure all aspects are completed on time and in an efficient/productive manner to increase profits and reduce waste of resources;
- Ensuring compliance with Government Regulations and GRFN Policies, Procedures, and Philosophies;
- Working with Independent Agencies (INAC, etc.) on Departmental Funding Initiatives;
- Working jointly with ERCD Management Team on Funding Initiatives;
- Reviewing Departmental Infrastructure and making recommendations;
- Reviewing/Developing Business Model and Business Planning Process;
- Maintaining processes with Joint Venture Partners;
- Maintaining/Improving Relationships with all internal and external stakeholders;
- Performing other duties as may be required or assigned;

## QUALIFICATIONS:

- Required bachelor's degree in related field preferably, Business Administration, Operations Management, and Public Safety or an equivalent amount of education and experience as determined by GRFN;
- Preferred five-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;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Must undergo a criminal record check prior to employment **(At Applicant Expense)**

*\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\**

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: **May 17, 2024 @ 4:00pm.** Please address the envelope and/or email **"Business Manager-2024-25"** 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)  
Fax: 1-705-945-1415

**Date Posted: May 3, 2024**

*The 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. Garden River First Nation offers all full-time employees' employer matched pension, extended benefits (dental and vision), paid sick days, annual flex time and a 2-week paid Christmas closure.:*

**PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

