

# **Director of Operations**

The Muscowpetung Saulteaux First Nation is seeking a highly motivated, career minded individual for the position of **Director of Operations**. The Director of Operations will work with Chief and Council and Senior Management. The Director of Operations will also administer, assist and ensure that every member of the team is delivering and implementing job performance in accordance with the high standard of our First Nation Policy.

## **QUALIFICATIONS:**

- The candidate will have a minimum Bachelor's Degree in Business or related field required.
- A Minimum 5 to 7 years Managerial/ Supervisory Experienced Required.
- Knowledge of Aboriginal Affairs and Northern Development Canada and CFA funding arrangements.
- The candidate will demonstrate exceptional Analytical and Problem Solving Skills, with Team Leadership and Management Skills
- Ability to assign, delegate work and evaluate results of performance
- Effective written communication skills including the ability to prepare reports
- Knowledge to create policies and bylaws etc.
- Coordinate departmental programs such as meetings, seminars, workshops, special projects and events.
- Oath of Confidentiality must be signed prior to commencing employment.
- Ability to prepare and assist in the annual band audit
- Other duties assigned

## **APPLICATION DEADLINE:**

July 7, 2014 at 4:30pm

Forward resume with three (3) references that includes most recent employer by mail, fax or email:

Muscowpetung Saulteaux First Nation  
c/o Kim Pratt – Human Resource Officer  
PO Box 1310 Fort Qu'Appelle, Saskatchewan S0G 1S0  
Fax: (306) 723-4710 EMAIL: [kimpratt@sasktel.net](mailto:kimpratt@sasktel.net)