

Employment Opportunity-Selkirk First Nation

Position: Capital Works Administrator

Salary: Level 6, \$30.66 - \$36.80 per hour

Status: Full Time - Permanent

BE ADVISED – NO HOUSING IS AVAILABLE FOR THIS POSITION

Closing Date: September 30, 2020

Job Summary

Reporting to the Director, Capital, this position is responsible for office administration and client liaison related to the Capital Works program including administration of the Fleet Vehicle Program and the Housing Program; for providing general office and financial administration; supervision of the Administrative Assistant, Capital as well as functional supervision to Labourers assigned to cleaning vehicles and doing minor repairs/routine maintenance for housing/building stock; and other related duties.

Education and Experience

Please note that equivalent combinations of education and experience will be considered.

The ideal candidate will have

- Grade 12, and
 - A certificate or diploma in administration, financials or other related field
 - Experience working in an administrative setting including the processing of work orders, purchase orders, cheque requisitions and/or other detailed administrative records
- OR
- An equivalent combination of training and experience, working within a First Nation environment in the area of communications and event coordination

Technical Skills and Abilities

- Good organizational skills
- Strong attention to detail
- Good interpersonal skills for dealing with program clients and supervising staff
- Microsoft Office (Word, Excel, Outlook)

Candidates who do not possess the full required qualifications may be considered for appointment to the position in a Trainee capacity at an adjusted salary.

Conditions of Employment

Valid Class 5 Yukon Driver's License, willingness to work irregular hours that may include evenings and weekend, from time to time and being on-call.

Preference will be given to Selkirk Citizens

For additional information or to submit resume contact

Dena Zavier at HRDirector@selkirkfn.com