



EMPLOYMENT OPPORTUNITY

Director of Administration

Department: Administration

Posting Date: Friday, June 14, 2024

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Fulltime/Permanent

Vacancies: 1

Reports To: Chief Executive Officer

Starting Salary: \$85,922.20

What you'll do in the role

- Responsible to the Chief Executive Officer for the effective and efficient administration of the operational services of the First Nation.
- Oversees the day-to-day operations of Nipissing First Nation.
- Manages all defined functions as assigned by the Chief Executive Officer.
- Assist the Chief Executive Officer and department Managers/Supervisors in planning, organizing, coordinating and implementing various operational and administrative programs.
- Supervises, directs and evaluates the activities of any First Nation department as instructed by the Chief Executive Officer.
- Provides direction, support, and leadership to all First Nation staff.
- Responds to complaints and requests for services submitted by the Council and residents.
- Handles complex and sensitive issues and complaints in accordance with the Nipissing First Nation policies and applicable laws.
- Communicates effectively and courteously with Nipissing First Nation Chief and Council, the public, employees in writing and by telephone.
- Represent Nipissing First Nation and the Chief Executive Officer in a variety of internal and public activities including professional and civic organizations.
- Reviews results of major studies and coordinates the preparation of reports and recommendations.
- Promotes the mission and values of the organization both internally and externally by maintaining and implementing Nipissing First Nation's strategic plan.
- Coordination and attendance at Pension & Benefits Committee meetings.
- In the absence of the Chief Executive Officer attends Council meetings.
- Provides direct supervision of the Communications Manager, IT Manager, Human Resources Manager, Emergency Services Manager and Executive Assistant.
- Advises the Chief Executive Officer of any issues or concerns in relation to the provision of administrative support for the organization.
- Assigns and delegates specific tasks or initiatives taking into consideration employee workload, knowledge, and skill level in consultation with the Chief Executive Officer and Human Resources Manager.
- Signing authority and Commissioner for Nipissing First Nation.



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- Receives and reviews Health & Safety Reports and Incidents for Nipissing First Nation and signs off on recommendations in consultation with the Emergency Services Manager and/or Human Resources Manager.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages.

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must have Post Secondary Education (Degree/Diploma) in Business Administration
- Must have minimum 5 years of work experience in an administrative management role
- Skills in contract administration and monitoring
- Ability to soundly interpret and apply regulations and procedures
- Advanced problem-solving skills and ability to handle complex and sensitive issues and complaints in accordance with the Nipissing First Nation policies and applicable laws
- Ability to work with tact and discretion, high level public relations skills and good project management skills.
- Superior interpersonal skills with the ability to interact effectively with stakeholders at all levels.
- Strong communication skills and confidence with handling customer inquiries.
- Collaborative and team-oriented attitude.
- Ability to maintain order in a fast-paced team environment.
- Strict attention to detail and ability to multi-task.
- Able to act with integrity, professionalism, and confidentiality.



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APPLICATION DEADLINES:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing June 28, 2024 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing July 5, 2024 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing July 12, 2024 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm** on the application deadline noted above.*

Are you a member of NFN? If so, please read below:

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.