

EMPLOYMENT OPPORTUNITY

SIKSIKA GROUP OF COMPANIES
(SGC)

Date POSTED: July 28, 2022

Position: President & Chief Executive Officer
Term: Three (3) Year Fixed Term Contract
Salary: Commensurate as per approved SRDL Salary Classification

Deadline for submission: September 2, 2022* (4:30 pm)

Pre-screening: Week of September 5, 2022*

Interviews: Week of September 12, 2022* (SRDL Office)

**Dates subject to change*

General Statement of Duties (not limited to the following):

1. Confirm and administer the corporate mandate on an annual basis including, recommending revisions, communicating to staff and amending the related constitution and/or by-laws if required.
2. Develop, administer, and evaluate goals and objectives for the staff to carry out the corporate mandate.
3. Create and amend if necessary, the organizational structure of the company to carry out the mandate including delegation of responsibilities, position descriptions and lines of authority.
4. Ensure corporate policies, procedures and systems are in place and current.
5. Develop an annual strategic & business plan for the organization and upon approval from the Board of Directors implement the plan.
6. Responsible for the acquisitions and most effective allocation of the organization's fiscal, human, and physical resources.
7. Responsible for the management of current and future business acquisitions, oversight of property investments and joint ventures.
8. Recommend annual budget and ensure budget parameters are met.
9. Maintain a positive relationship with the nation administration.
10. Other duties that may be assigned from time to time

Qualifications Required:

Required preference:

- Bachelor of Management Degree (or equivalent) with 15 years of applicable business management experience; OR
- Masters of Business Administration Degree with 10 years of applicable business management experience

(For Complete Job Description please contact 734-5244)

At least three (3) References MUST be listed on application for contact and ALL certificates must be attached.

SGC is an Equal Opportunity Employer, however preference may be given to applicants with Aboriginal descent.

Please submit application, resume & certificates to:
SGC Human Resources

HR@siksikaresource.com
403-361-1101

All inquires should be directed to the SGC Board of Directors Chairperson, Tracy McHugh at 403-361-0771 or by contacting our office at 403-734-5244.

We thank all interested applicants in advance, however, only those selected for an interview will be contacted.