

# Employment Opportunities



**Position:** General Manager of SORAH  
**Service Area:** Ohkinniinaa & Ninaaks  
**Location:** Siksika Nation Tribal Administration – Sunpark Calgary Location  
**Salary:** Based on Education and Experience  
**Date Posted:** July 10, 2024  
**Closing Date:** July 26, 2024  
**Competition Number:** ONSGM-01-07-10-24

## POSITION SUMMARY:

Responsible for the overall management, operation, planning, directing, and controlling of all off-nation housing properties owned by Siksika Nation. The GM ensures efficient financial management of housing programs, grant applications, and fiscal restraint under Siksika Policies & Procedures, Siksika Financial Administration Law, Alberta Building Code, National Building Code, and related regulations within approved annual budgets. The GM focuses on property management, excluding capital projects and handling individual residential housing issues.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Conduct regular property inspections to ensure safety, security, and proper maintenance.
- Manage lease agreements, including negotiations, renewals, and terminations, in accordance with Siksika Nation policies and procedures.
- Enforce terms of rental agreements and ensure timely payments and collections.

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- Knowledge of Canada Labor Code, CHMC, Occupational Health & Safety and Employment Standards
- Ability to plan, organize, assign, supervise, and review work performed by SORAH employees and contractors.
- Understanding of marketing, customer service principles, budgets, financial statements, contracts, agreements, and building maintenance.
- Proficiency in MS Office and property management software.

### Education and Experience

- Business Management degree and 10+ years of progressively responsible program management experience, preferably with First Nations groups supervising and managing staff, as well as developing and managing budgets in operations.
- Extensive experience in property management, including leasing, maintenance, and tenant relations.
- An equivalent combination of education and experience may be considered.
- Project management certificate and/or Carpentry Journeyman Certificate and sales experience would be considered an asset.

EMAIL [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
CALL 403-734-5567 or 403-734-5579 to learn more.  
WEBSITE [www.siksikanation.com](http://www.siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.