

Employment Opportunities



Position: General Manager Of SORAH

Service Area: Ohkinniinaa and Ninaaks

Location: Siksika Nation Tribal Administration – Sunpark Calgary Location

Salary: Based on Education and Experience

Date Posted: July 19, 2024

Closing Date: August 2, 2024

Competition Number: ONSGM-02-07-19-24

POSITION SUMMARY:

Responsible for the overall management, operation, planning, directing, and controlling of 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 and 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 Labour Code, CHMC, Occupational Health and Safety and Employment Standards.
- Ability to plan, organize, assign, supervise, and review work performed by SORAH employees and contractors.
- Understanding of marketing, customer services principles, budgets, financial statements, contract 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 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

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