



Cowessess First Nation #73

P.O. Box 100 Cowessess, SK S0G 5L0
(p) 306-696-2520 | (f) 306-696-2767

Employment Opportunity

POSITION: Project Manager

CLASSIFICATION: Contract

WAGE: Based on Experience & Education

DEPARTMENT: Housing

JOB SUMMARY:

The Project Manager shall provide tenant relations, contract relations and administrative service for the Housing & Infrastructure Department and the membership of the Cowessess First Nation. The Project Manager shall be responsible for to ensure high quality of service if provided at all times to all tenants, contractors, community members, Cowessess departments and coworkers. This position is an administrative support position who is supervised by the Housing Director. The Project Manager will be responsible to help develop and work with contractors, tenants and the Occupancy Relations Officer to establish the needs and priorities in the rentals area.

QUALIFICATIONS:

- ✓ Possess a Diploma in Office Administration or higher; or
 - Have at least one (1) year of technical training or three (3) years of practical experience.
 - Have sound knowledge of the construction field
- ✓ Must possess a Project Management certification.
- ✓ Knowledge of First Nation Housing and Infrastructure Programs, Capital Asset Inventory System (CAIS) and Band Asset Management Informational System (BAMIS).
- ✓ Must be proficient in Microsoft Office Programs (i.e. Word & Excel) and purchase orders.
- ✓ Must possess the knowledge of proposal writing, tender bids, project charts, audit preparation, procedure and policy writing that is relevant to the Housing & Infrastructure Program.
- ✓ Must be punctual, reliable and ensure that confidential matters remain confidential.
- ✓ Must be in good standing within the community of Cowessess First Nation.
- ✓ Must demonstrate strong written and verbal communication.
- ✓ Must be familiar with various office equipment such as computers, phone system, fax machines, photocopier, etc.
- ✓ Must be able to accurately maintain a general filing system, both electronic and hard copy.
- ✓ Must possess excellent communication and public speaking skills.
- ✓ Must possess excellent time management skills and the ability to work under pressure to meet deadlines.
- ✓ Must be a team player and possess the ability to take direction and work with minimum supervision.
- ✓ Must be willing and able to work flexible hours.
- ✓ Must possess a valid / unrestricted driver's license and a dependable vehicle.

ADDITIONAL INFORMATION:

Complete applications should consist:

Deadline to Apply: November 6, 2023

1. Cover Letter & Resume
2. Three (3) references
3. Copy of certifications

Please send applications to:
human.resources@cowessessfn.com