



POSITION TITLE: Director of Administration

DEPARTMENT: Administration

CLASSIFICATION: MGEX-01

SALARY RANGE: \$102,500 - \$122,497

POSITION TYPE: Out of Scope

LOCATION: Saskatoon

ACCOUNTABLE TO: The Chief Financial Officer, or any such executive as may be designated by the Chief Executive Officer

Brief Overview

Under the direction of the Chief Financial Officer, the Director of Administration will provide leadership to and oversee daily operations of a team of dedicated professionals charged with overseeing the operationalization of administrative policies and procedures, human resource matters, systems management systems and overall administrative support on behalf of the Métis Nation–Saskatchewan (MN–S), including providing supervision and direction to assigned staff.

Key Responsibilities

- Oversees all matters relating to facilities and administration, including building lease, front desk, supply resource management and records function
- Negotiates contracts and agreements with vendors
- Oversees information systems relevant to contracts and funding agreements, ensuring that information is properly tracked, is up-to-date and readily producible
- Maintains and develops the organization's administrative policies and procedures
- Develop creative practices and programs that identify, source, assess and hire the best talent to meet changing and evolving operational and organizational needs
- Execute MN-S's recruitment strategy effectively ensuring the right talent is ready at the right time and providing direction on talent needs
- Coach and advise on a wide range of core human resource functions including organizational design, HR policies, and best practices
- Collaborates with other management staff, including department Directors, to draft and implement an annual administrative budget
- With support of legal, ensure compliance with legal requirements and best practices in HR and administration procedures so that they are efficient, accurate, timely, and responsive

Qualifications

- Bachelor's degree in Business Administration or a related field of study or comparable professional experience
- Minimum of 5+ years' experience in non-profit management and/or public administration for Indigenous governments and/or Indigenous institutions
- Proven track record of meeting ethical and confidentiality guidelines.
- Significant experience in leadership roles and managing and communicating organizational change
- Relevant work experience developing effective programs to support institutional and organizational administrative initiatives

Required

- Must undergo a Criminal Record and Vulnerable Sector Check
- Valid Saskatchewan driver's license and reliable transportation

Please submit resumé, references and a cover letter to hr@mns.work by 11:59 pm on April 23, 2021.