



CANADA'S LEADING PROFESSIONAL  
EMPLOYER ORGANIZATION (PEO)

## Senior Administrator - Wahta F.N.

WAHTA MOHAWKS  
FIRST NATION



### Senior Administrator

Bala, ON

**Overview:**

The Senior Administrator is responsible for the overall efficient and effective administrative management of the Wahta Mohawks, its program areas, and services, and working with Chief and Council on all matters related to the business of the Wahta Mohawks

**Salary:**

\$78,000.00 to \$105,000.00 annually

**Responsibilities:**

- Ensure community strategic plan is implemented and update staff on overall direction
- Manage staff to ensure policies and procedures are followed; oversee annual performance reviews
- Remain current on programs, services, community needs, strategic planning process, legal issues, claims
- Monthly reporting on expenses, staff programming initiatives, funding requirements
- Network with other First Nations, agencies, community partners for the benefit of the Wahta Mohawks
- Community outreach to ensure citizens are informed of programs and services for the Wahta Mohawks
- Advocate for the interests of the Wahta Mohawks with organizations and agencies
- Attend workshops, training, seminars as required; participate in council, committee, and board meetings
- Ensure council directives and motions and binding corporate rules are completed on schedule
- Acquire funding for programs and project development; prepare proposal submissions as required
- Consult with legal representatives to ensure the interests of the Wahta Mohawks are represented
- Work with Human Resources to ensure stability, efficiency, and effectiveness of staff

performance

- Serve as ex-officio of Council when designated; attend all required meetings to ensure goals conducted
- Perform other duties as required

**Qualifications:**

- Honours or master's degree in business, administration or equivalent education and experience
- Knowledge and understanding of the community culture and environment is an asset
- Experience working in a First Nation environment is preferred
- Strong interpersonal and communication skills to collaborate with staff and members of the public
- Require demonstrated management, administration, and conflict resolution skills
- Negotiation, mediation, analytical and problem-solving skills; multi-tasking, demonstrated initiative
- Must have good working ability in Microsoft office – Outlook, Word, Excel, PowerPoint
- Must possess a valid driver's license and reliable vehicle
- The successful candidate must provide a Canadian Police Information check (CPIC) before the start date

**Qualified applicants should email a cover letter and resume to:**

[apply@oigroup.ca](mailto:apply@oigroup.ca)

1.800.668.9852

[info@oigroup.ca](mailto:info@oigroup.ca) | [www.oigroup.ca](http://www.oigroup.ca)

