



CARCROSS/TAGISH FIRST NATION

EMPLOYMENT OPPORTUNITY

JOB TITLE: Property Manager

CLOSING DATE: July 28, 2017

DEPARTMENT: Infrastructure

STATUS: Casual Full-time Term (one year less one day)

SALARY: C/TFN Wage Scale Level 10-11 depending upon experience/education/knowledge

JOB SUMMARY

Under the direct supervision of the Senior Manager of Infrastructure (SMI), the Property Manager is responsible for ensuring the improvement and maintenance of all C/TFN owned community buildings and structures, supporting Elders program as laid out in the Elders' Policy, and for integrating the four elements of the Values and Virtues of Life (mental, emotional, spiritual and physical) into the work. The manager will ensure that, where possible, projects delivered reflect life's four stages - child, youth, adult and elder. The manager must be willing to change with the ongoing evolution of C/TFN circle governance.

QUALIFICATIONS & ABILITIES

- Training in workplace safety i.e. (occupational Health and Safety act, safe work practices and Procedures).
- Ability to understand and apply policies and legislation.
- Excellent organizational skills.
- Strong interpersonal skills.
- Must be tactful and courteous.
- Ability to work respectfully with others in a cross-cultural setting.
- Ability to encounter and deal effectively with volatile people.
- Ability to establish good working relationships with C/TFN staff, citizens, boards, councils and committees.
- Several years' experience in building construction/ maintenance.
- Experience working in an office environment.
- Knowledge in standard accounting/ finance procedures.
- Excellent written and oral communication skills.

CONDITION OF EMPLOYMENT

- Valid Yukon Class 5 Drivers License
- Willingness to travel is required
- Post-Secondary Education in Construction, Public/ Business Administration or other related field.

An eligibility list will be established from this competition. No compensation will be given for moving costs and must be eligible to work in Canada.

We thank all those who apply and advise that only those selected for further consideration will be contacted. Preference will be given to Carcross Tagish First Nation citizens on all competitions for CTFN.

Candidates applications/resumes should clearly demonstrate their related qualifications, since selection for further consideration will be based on the information provided. Job descriptions are available from the C/TFN Human Resource Department

APPLICATIONS/RESUMES MUST BE RECEIVED BY 4:00PM ON THE CLOSING DATE.

Please apply to:

Carcross/Tagish First Nation

Finance & HR Department

Box 130, Carcross, Yukon Y0B 1B0

Phone: (867) 821-4251 Ext 8250 or 8269 Fax: (867) 821-3903

Email: humanresources@ctfn.ca