

# Business Coordinator

**Employer:** Ketegaunseebee Garden River First Nation

**Posted:** 5 months ago

**ES Job ID:** 14371

**Sector(s):** Office & Administration, Other

**Closing Date:** June 15, 2023

**Location:** Garden River

**Duration:** Full Time

## Job Description:

Position: Business Coordinator

Duration: Full-Time Permanent

Location: 183 Noonday Road

Report to: Business Manager

Garden River First Nation Business Entities (GRFNBE) is looking for a Business Coordinator to be responsible for the assisting with the coordination of all Garden River First Nation Business Units including: Garden River Aggregate Division, Mining files, Highway Division, Ojibway Park, Silver Creek Golf Course and Bingo Hall. The Business Coordinator will also be responsible for assisting with the on-going development of Ketegaunseebee General Partner Inc and other limited partnerships.

## DUTIES

- Assist with the overall Business Operations including Human Resources, Finance and Administration;
- Organize, schedule training and other meetings, including contacting participants, vendors, or suppliers;
- Assist with the development of risk management and safety guidelines, making recommendations;
- Assist with the Asset Management Process;
- Administrative assist with Business Segregation Process;
- Attend and prepare committee/funding meetings, including recording and distributing minutes, agendas, and other relevant information as requested;
- Prepare and modify documents including correspondence, forms, contracts, funding requests, reports, drafts, memos, Excel spreadsheets, briefing notes, PowerPoints, RFP's, and emails;
- Complete weekly filing for reports, documents, and other required information;
- Maintain manual and computer filing systems to ensure easy access and reference;
- Update and enter any amendments to all relevant policies, and procedures;
- Perform other duties as may be required or assigned;

## Required Skills:

- Required two-year college diploma in Business Administration/Management, Finance and/or other related field, consideration will be given to further related education;
- Excellent computer skills to operate various programs including MS Word, Excel, Email & PowerPoint;
- Ability to use good judgement in assessing difficult situations;
- Flexibility required to keep pace with an ever-changing environment;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- Ability to be consistent and display a positive/helpful attitude;
- Ability to work flexible hours including after hours, weekends, and travel time, if necessary;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;

- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Ability to report for work as scheduled;
- Must undergo a criminal record check prior to employment (At Applicant Expense)

**How to Apply:**

\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\*  
Interested applicants can email or drop off their cover letter, detailed resume, three work related references by:  
June 15th, 2023  
@ 12:00pm (Noon). Please address the envelope and/or email \"Business Coordinator -2023-81\" and submit to:  
Human Resources  
Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)  
Fax: 1-705-945-1415

The Business Coordinator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities. Garden River First Nation offers all full-time employees' employer matched pension, extended benefits (dental and vision), paid sick and vacation days, 2-week paid Christmas closure.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS AND EXISTING EMPLOYEES.  
SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.