



**Project Manager – Gobe Corporation
JOB DESCRIPTION**

PURPOSE:

Mitaanjigamiing First Nation (MFN) is seeking a highly motivated individual for a permanent position. The PROJECT MANAGER will direct, administer, and coordinate the internal operational activities of the organization in accordance with policies, goals and objectives established by the GOBE Board of Directors. Project Manager will lead and direct the following functions and/or business units: operations, human resources, information systems, traffic, new business coordinate and agency promotion and communication. Will also assist the GOBE Board of Directors in the development of organization policies and goals that cover operations, personnel, financial performance, and growth of the functions and/or business units mentioned above and to better engage industry in the accommodation phase of consultation.

ACCOUNTABILITY:

The Project Manager will be directly supervised by the Business Support Manager but will also report to the GOBE Board monthly.

RESPONSIBILITIES AND GENERAL DUTIES:

- Manage all MFN Projects that have been approved and assigned to GOBE Corporation.
- Ensures all budgets, contracts, financials, proposals, agreements etc. are reviewed and approved by the GOBE Board.
- Directs internal operations to achieve budgeted results and other financial criteria and to preserve the capital funds invested in the enterprise.
- Ensures all employees of GOBE Corporation have job descriptions approved by the Board.
- Ensures that all activities and operations are performed in compliance with local, provincial, and federal regulations and laws governing business operations.
- Directs the development and establishment of adequate and equitable personnel policies throughout the organization, including compensation policies and employee benefit plans. Ensures that the interests and welfare of employees as individuals are preserved and protected.
- Creating an arms length divisions from the Political office separating business from Politics, therefore boards and committees/staff roles, lines of authority and reporting requirements would need to be developed.

- Prepare regular progress reports and communications materials in accordance with the project work plan.
- Actively search for economic development services and/or opportunities for the community.
- Assist in the preparation, facilitation, and documentation for GOBE Board Meetings.
- Other project related duties.
- Look for other training /funding opportunities for GOBE Employees.
- Training includes understanding: financial statements, business plans and proposals, partnership/joint venture agreements, boards/committee structure, ownership/share structures, business valuations and opportunity analysis. Attending additional training may be required.

QUALIFICATIONS:

- Grade 12 Diploma or equivalent.
- Valid Driver's license, asset of a G or higher license.
- Access to a reliable vehicle.
- Computer literate asset.
- Effective communication skills, oral and written.
- Demonstrated interest and understanding of First Nation governance issues.